

Day 0-7	100%
Day 8-10	60%
Day 11-14	50%
Day 15-20	20%
Day 21+	0%
*Refund percentage applied based on last date of attendance (LDA).	
If Student Drops or Withdraws on	Refund Percentage for 6-week Courses*
Day 0-7	100%
Day 8	80%
Day 9-12	60%
Day 13-14	50%
Day 15-16	40%
Day 17-25	20%
Day 26+	0%
*Refund percentage applied based on last date of attendance (LDA).	

Missouri State Refund Policy

The Missouri State Refund Policy applies to residents of Missouri.

Some fees charged might be non-refundable depending on the student's last date of attendance. For a full list of tuition and fees, please visit www.ashford.edu/admissions/online_tuition_fees.htm. Refunds will be issued to the original payor.

The following pro rata refund schedule applies when students drop or are administratively dropped from a course or the institution:

If Student Drops or Withdraws on	Refund Percentage for 5-week Courses*
Day 0-7	100%
Day 8-14	50%
Day 15-21	15%
Day 22+	0%
*Refund percentage applied based on last date of attendance (LDA).	
If Student Drops or Withdraws on	Refund Percentage for 6-week Courses*

Day 0-7	100%
Day 8-14	50%
Day 15-21	25%
Day 22+	0%
*Refund percentage applied based on last date of attendance (LDA).	

New Mexico State Refund Policy

The New Mexico State Refund Policy applies to residents of New Mexico.

The following pro rata refund schedule applies when students drop or are administratively dropped from a course or the institution:

If Student Drops or Withdraws on	Refund Percentage for 5-week Courses*
Day 0-7	100%
Day 8-10	60%
Day 11-14	50%
Day 15-17	30%
Day 18-21	15%
Day 22+	0%
*Refund percentage applied based on last date of attendance (LDA).	
If Student Drops or Withdraws on	Refund Percentage for 6-week Courses*
Day 0-7	100%
Day 8	75%
Day 9-12	60%
Day 13-14	50%
Day 15-16	45%
Day 17-21	30%
Day 22-25	15%
Day 26+	0%
*Refund percentage applied based on last date of attendance (LDA).	

Tuition/fee refunds will be made within thirty (30) calendar days of the University receiving notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier. Upon request by a student or the New Mexico Higher Education Department, the institution shall provide an accounting for such amounts retained under this standard within five (5) work days.

Oregon State Refund Policy

The Oregon State Refund Policy applies to residents of Oregon.

The following pro rata refund schedule applies when students drop or are administratively dropped from a course or the institution:

PROGRAM	Course Length	1st* week	2nd* week	3rd* week	4th* week	5th* week	6th* week
Nonterm-Based Graduate Level Programs (Online Formats) Refund % by Course LDA	6	100%	67%	50%	0%	0%	0%
Nonterm-Based Undergraduate Level Programs (Online Formats) Refund % by Course LDA	5	100%	60%	40%	0%	0%	N/A
*Refund percentage applied based on week of last date of attendance (LDA).							

Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to residents of Wisconsin.

The following pro rata refund schedule applies when students drop or are administratively dropped from a course or the institution:

If Student Drops or Withdraws on	Refund Percentage for 5-week Courses*
Day 0-7	100%
Day 8-10	70%
Day 11-13	60%
Day 14-17	50%
Day 18-20	40%
Day 21+	0%
*Refund percentage applied based on last date of attendance (LDA).	
If Student Drops or Withdraws on	Refund Percentage for 6-week Courses*
Day 0-7	100%
Day 8	80%
Day 9-12	70%
Day 13-16	60%
Day 17-20	50%

Day 21-25	40%
Day 26+	0%
*Refund percentage applied based on last date of attendance (LDA).	

The University will make every effort to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned to the supplier by the University. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student's control (detailed in the *Tuition Credit Request Policy and Procedure* in the *Student Rights and Responsibilities* section of this *Catalog*), the school will refund a pro rata amount.

A written notice of withdrawal is not required. The University will honor any valid notice of withdrawal within the three (3) business day cancellation period, and within thirty (30) calendar days after dismissal of the student or receipt of notice of withdrawal, shall refund to the student any amounts due and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under the refund policy. For students receiving funds under Title IV, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay sponsors furnishing grants, loans, scholarships or other financial aid in conformity with federal and state law. After any disbursement to financial aid sponsors have been made, the student shall receive the balance, if any, for the amount due under the refund policy.

For information regarding the return of federal funds policies, please see the *Return of Title IV Funds* policy in this section of the *Catalog*. For information regarding the withdrawal policies, please see the *Withdrawal from the University* policy in the *General Academic Policies and Information* section in this *Catalog*.

Ashford Promise

Ashford affords new students a conditional admission period (CAP), during which students are presented the opportunity to opt out of their enrollment, or may not meet basic academic requirements, to continue. Therefore, during the first three weeks of the student's first credit-bearing course, Ashford does not certify VA benefits or disburse Federal Financial Aid. If students do not progress and participate in academic activity during the fourth week of their first course, there are no charges or debt incurred due to a student's time in the Ashford Promise period.

Special Circumstances

Students called to active duty in the Armed Forces of the United States or leaving the University because of illness or other causes beyond their control may receive special consideration. Each case will be considered individually based upon the special circumstances involved.

Special circumstances may include, but are not limited to, the following:

- Loss of Income;
- Divorce;
- Death of a wage earner;
- Experience a natural or catastrophic disaster;
- Major medical/dental expenses not covered by insurance; or,
- Dependent Care.

Students should contact their Student Advisor for additional information.

Dismissal/Expulsion

Students dismissed or expelled from the University are not authorized refunds of any kind other than those provided by the *Institutional Tuition Refund Policy* in this section of the *Catalog*.

SECTION FIVE: GENERAL ACADEMIC INFORMATION AND POLICIES

University Program Offerings

Associate's, Bachelor's and Master's online programs are administered by the Forbes School of Business at Ashford University and three colleges: the College of Education, the College of Health, Human Services and Science and the College of Liberal Arts. For more information about on-time completion rates, the medial loan debt of students who complete each program listed below, and other important information, please visit www.ashford.edu/pd.

General Education Curriculum

Philosophy and Purpose

The higher education offered by the University and other colleges and universities differs from other forms of postsecondary education in the belief that education involves preparation for living life as a whole rather than simply training a student for a specific job. Typically, colleges and universities have sought to provide such preparation by requiring that students devote a substantial portion—often about one-third—of their coursework to General Education programs that provide sufficient breadth of education and mastery of essential learning skills to enable them to understand and to adapt to a changing world as well as to contribute to its betterment. While virtually all institutions of higher education have some sort of General Education requirements, there is much variety, and the pattern that a college's General Education program takes says a great deal about its values, its view of the world, and its personality.

The University's General Education requirements are grounded firmly in the University's mission statement, which places the University squarely within the liberal arts tradition of higher education. It speaks of intellectual growth and of a shared search for truth within a community that values diversity in ways of learning and forms of knowledge as well as in terms of the people the University seeks to serve.

In crafting a General Education program that reflects the mission statement, the faculty believed that students graduating from the University should first of all possess certain competencies that define a college-educated person. In curricular terms, this takes the form of a

competency block in which students must demonstrate proficiency in applied ethics, information technology, critical thinking, mathematics, and written and oral communication.

These learning skills are valuable in and of themselves and, doubly so, when used as means to realize the intellectual growth and shared search for truth of the mission statement. They are also skills much in demand by employers.

A liberal arts education is rooted in the idea of preparing a person for life as a citizen in a free society and, so, demands breadth. In structuring this part of the General Education program, the faculty formulated eight general goals in the areas of cultural and aesthetic awareness, literature, science, history, diversity awareness, social and personal awareness, political science, and humanities. These goals were then defined in greater detail as learning outcomes within each subject area. Courses appropriate to the desired outcomes were identified and incorporated into the General Education curriculum. Certain subject areas relate directly to elements of the mission statement. More generally, the distribution of coursework across eight subject areas requires students to take courses in many disciplines. By experiencing a diversity of subject matter and ways of knowing, students will emerge with a broadly based education that equips them, in conjunction with studies in their major and elective coursework, not only to pursue successful careers but also to lead meaningful lives.

General Education Requirements

The General Education program incorporates a framework that balances specified competencies and general subject areas.

In addition to satisfying the competencies, a total of 25 credits of General Education courses in eight subject areas are required for the Associate of Arts, Bachelor of Arts, and Bachelor of Science degrees.

General Education requirements for all Ashford University Associate- and Bachelor-level programs are outlined in this section; however, specific General Education courses may be required for some programs and majors. **Every Ashford University General Education course is not available in every degree program.** Please refer to the program requirements section of this *Catalog* for information on specific degree program requirements.

General Education Total	52 credits
Competencies	24 credits
Applied Ethics	3 credits
Communication	9 credits
Critical Thinking	3 credits
Information Technology	3 credits
Mathematical	3 credits
Mathematical Competency	3 credits
Prerequisite	
General Subject Areas	25 credits
Cultural and Aesthetic Awareness	3 credits
Diversity Awareness	3 credits
History	3 credits
Humanities	3 credits
Literature	3 credits
Political Science	3 credits
Science	4 credits
Social and Personal Awareness	3 credits
General Education Capstone	3 credits

Competencies (24 credits)

Competencies are skills deemed necessary by the faculty to demonstrate a quality college education. The following general policies apply to the competencies:

- Prerequisite courses, if needed, must be completed before taking the competency course. However, required courses listed can be waived by means of high school advanced placement (AP) coursework and/or placement/competency testing. Students should consult their Student Advisors for additional information regarding a waiver of competency requirements;
- A minimum grade of "C-" will be required to satisfy competencies and competency prerequisites; and
- Competency courses may not simultaneously be used to satisfy subject area requirements.

Demonstration of the competencies subsequently listed is required for the AA, BA, and BS degrees. Courses offered by Ashford University to satisfy these competency requirements are listed in each area.

Applied Ethics Competency (3 credits)

The Applied Ethics competency involves two major components: (1) understanding principles of normative and

non-normative ethical theories and (2) applying these principles in decision-making activities including case studies and contemporary social issues. Moral character is explored in all its dimensions: virtues and vices, commitments and attitudes, personal relationships, and community involvement, in addition to right and wrong conduct.

Learning Outcomes

Students meeting this competency will be able to do the following:

1. Define the nature and scope of morality and ethics.
2. Examine the historical perspective on the development of morality and ethics.
3. Compare and contrast different theories of ethics.
4. Apply critical thinking skills in analyzing ethical systems and issues.
5. Evaluate contemporary issues using a variety of ethical perspectives.
6. Examine through personal reflection one's own response to ethical issues.

One applied ethics course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- ABS 415 Leadership & Ethics in a Changing World (3 credits)
- BUS 250 Corporate & Social Responsibility (3 credits)
- GRO 440 Ethics & Legal Aspects of Aging (3 credits)
- HCA 322 Health Care Ethics & Medical Law (3 credits)
- HIM 252 Legal Aspects of Health Information (3 credits)
- HMC 334 Ethics in Health Marketing & Communication (3 credits)
- HSM 311 Ethics & Homeland Security (3 credits)
- LEA 316 Ethics in Law Enforcement (3 credits)
- MIL 275 Military Ethics (3 credits)
- NUR 322 Health Care Ethics and Medical Law (3 credits)
- PHI 208 Ethics & Moral Reasoning (3 credits)
- PHI 445 Personal & Organizational Ethics (3 credits)
- SOC 120 Introduction to Ethics & Social Responsibility (3 credits)
- SOC 305 Crime & Society (3 credits)

- SOC 331 Social Justice & Ethics (3 credits)

Typically, courses that deal with ethics or morality, usually with a PHI or REL prefix, may be applied in transfer to satisfy this competency.

Communication Competency (9 credits)

The communication competency will enhance students' written and oral/interpersonal communication skills. Students will examine and show competency through the use of different types of communication appropriate in professional and academic settings. Students will assess what communication is appropriate for certain audiences and ethical issues that arise from communicating with others. Students will be able to effectively communicate through oral/interpersonal and written communication methods.

Communication I and II (6 credits)

Communication I and II Learning Outcomes

In writing, students meeting this competency will be able to do the following:

1. Demonstrate communication methods that are appropriate for different occasions, audiences, and purposes.
2. Apply the conventions of standard written English with proficiency.
3. Assemble scholarly information from electronic and non-electronic sources, including the library, for use in academic research projects.
4. Analyze information gathered from various sources.
5. Demonstrate ethical use of information in academic writing and research assignments.
6. Compose written assignments using the specified style of documentation.

Ashford University offers the following courses to satisfy the Communication I and II requirement:

- ENG 121 English Composition I (3 credits)
- ENG 122 English Composition II (3 credits)

Students have the option of using a passing score on a CLEP examination to fulfill the Communication I and II requirement.

Communication III (3 credits)

Students must complete 3 credits from the Communication III requirement in either the Oral Communication area or the Interpersonal Communication area.

Oral Communication Learning Outcomes

In Oral Communication, students meeting this competency will be able to do the following:

1. Apply oral communication skills to achieve a variety of purposes (to inform, to persuade, to present formal speeches).
2. Demonstrate competency in the use of technology and visual aids in presentations.
3. Demonstrate competency in verbal and non-verbal aspects of delivery.
4. Exhibit ethical use of credible information in oral presentations.
5. Employ a variety of strategies to organize and present information in order to adapt the message to a specific audience and occasion, and to achieve a desired purpose.
6. Apply active listening skills.

Ashford University offers the following courses to satisfy the Oral Communication area:

- COM 323 Persuasion & Argumentation (3 credits)
- COM 425 Communication in Organizations (3 credits)
- HHS 207 Communication Skills for Health and Human Service Personnel (3 credits)
- JRN 101 Digital and Media Literacy (3 credits)
- SPE 103 Oral Communication (3 credits)

Interpersonal Communication Learning Outcomes

In Interpersonal Communication, students meeting this competency will be able to do the following:

1. Apply the principles of effective interpersonal communications.
2. Demonstrate competency in the use of technology and visual aids in presentations.
3. Examine the influence of gender, culture, perception, behavior, and values on interpersonal communications.
4. Compare and contrast supportive and defensive communication methods.
5. Employ a variety of strategies to organize and present information in order to adapt the message to a specific audience and occasion, and to achieve a desired purpose.

Ashford University offers the following courses to satisfy the Interpersonal Communication area:

- BUS 340 Business Communications (3 credits)
- CGD 240 Media Writing & Editing (3 credits)
- COM 200 Interpersonal Communication (3 credits)

- COM 323 Persuasion & Argumentation (3 credits)
- COM 325 Communication & Conflict (3 credits)
- COM 345 Media Writing for Communications (3 credits)
- COM 360 Advanced Communications in Society (3 credits)
- COM 425 Communication in Organizations (3 credits)
- HHS 207 Communication Skills for Health & Human Service Personnel (3 credits)
- JRN 101 Digital and Media Literacy (3 credits)

Students have the option of using a passing score on a DSST examination to fulfill the Communication III requirement.

Critical Thinking Competency (3 credits)

Critical Thinking competency is defined as a set of skills and strategies for making reasonable decisions about what we do and believe. These skills and strategies include understanding the use of thought and language, recognizing the most common logical fallacies, and using the essential skills of deductive and inductive argument analysis and evaluation. Students must demonstrate practical applications of critical thinking in academic disciplines.

Learning Outcomes

Students meeting this competency will be able to do the following:

1. Define the concepts of critical thinking, logic, and argument.
2. Assess the function of clarity in arguments.
3. Compare and contrast the purposes of language in persuasive statements.
4. Evaluate different types of inductive and deductive arguments.
5. Distinguish fallacies from good arguments.
6. Apply critical reasoning concepts in order to evaluate issues of contemporary importance.

One critical thinking course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- COM 323 Persuasion & Argumentation (3 credits)
- PHI 103 Informal Logic (3 credits)

Typically, logic courses or courses stressing critical thinking may be applied in transfer to satisfy the critical thinking competency. Most applicable courses will have a PHI or LOG prefix.

Information Technology Competency (3 credits)

Information technology competency is defined as the level of computer, electronics, and telecommunications literacy necessary to understand the purpose of information technology. Students will discover how information technology assists individuals and organizations to work more efficiently, and how information technology influences society. In addition to learning the technical fundamentals of computer use, students will build a skill and knowledge base in researching information, making appropriate ethical choices about the use of informational technologies, and using technology to advance societal goals.

Learning Outcomes

Students meeting this competency will be able to do the following:

1. Describe the basics of information technology, from hardware and software to future devices, social web, and trends in the digital age.
2. Analyze ethical issues involving information technology
3. Demonstrate the use of information technology as a problem solving and productivity tool.
4. Utilize library and computer resources to locate reliable and relevant information for ethical use in research projects.

One information technology course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- GEN 103 Information Literacy (3 credits)
- INF 103 Computer Literacy (3 credits)
- INF 220 IS Principles (3 credits)
- INF 231 Programming Concepts (3 credits)

Typically, introductory computer courses or courses stressing the application of computers to a specific industry may be applied in transfer to satisfy the information technology competency requirement, if completed within the last 10 years. Most applicable courses will have a BPC, CIS, INF, or COMP prefix.

Mathematical Competency Prerequisite (3 credits)

Students are required to successfully complete the mathematical competency prerequisite course with a grade of "C-" or better before attempting a Mathematical Competency course, unless it is waived through an equivalent course in transfer or a passing score on the Math Skills Test.

Students are allowed two attempts at the Math Skills Test and are allotted a total of one week (7 days) to submit both attempts, beginning from the time the test is first made available to the student in the Student Portal.

Ashford University offers the following course to satisfy this requirement:

- MAT 221 Introduction to Algebra (3 credits)

Mathematical Competency (3 credits)

Mathematical competency enables students to efficiently process data and to learn new material in fields inside and outside of mathematics. Students will develop a knowledge base that allows logical reasoning and valid problem-solving techniques that can be applied in the student's personal and professional careers.

Learning Outcomes

Students meeting this competency will be able to do the following:

1. Demonstrate knowledge of algebraic concepts.
2. Demonstrate reasoning skills to analyze situations and draw valid conclusions.
3. Analyze mathematical data.
4. Identify mathematical connections to other disciplines.

One math course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- MAT 222 Intermediate Algebra (3 credits)
- MAT 232 Statistical Literacy (3 credits)

A comparable course with a grade of "C-" or better may be applied in transfer to satisfy the mathematical competency.

General Education Subject Areas (25 credits)

A course may be applied only once to meet a General Education requirement. Whether a course may be applied simultaneously to a General Education requirement and to a major requirement depends on the requirements specified for each major. Courses offered to satisfy the General Education subject area requirements are subsequently listed:

Cultural and Aesthetic Awareness (3 credits)

The students will gain an understanding of, and appreciation for, the value of the arts as an expression of culture through individual expression and through an examination of the impact of the arts on society.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Identify the role of the arts as both a reflection of, and an influence on, culture.
2. Apply knowledge of the terminology and skills necessary to understand the artistic experience.
3. Interpret aesthetic qualities in works of art.
4. Examine the impact of the creative process on people's cultural and ethical values and principles.
5. Describe the communal and communicative value of the arts through participation in cultural events, programs, classes, and other experiences.

One cultural and aesthetic awareness course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- ART 101 Art Appreciation (3 credits)
- CGD 218 Visual Literacy in Business (3 credits)
- ENG 303 Survey of Shakespeare (3 credits)
- ENG 225 Introduction to Film (3 credits)
- LIB 202 Women, Culture & Society (3 credits)

Typically, a course in one of the following subject areas may be applied in transfer to satisfy the cultural and aesthetic awareness requirement: art, film, photography, dance (non-PE activity), and music.

Diversity Awareness (3 credits)

Students will examine diverse cultures, while focusing on selected historical and contemporary examples. Students will study identities, influences, and practices that shape and contribute to the diversity of culture. The diversity requirement supports student awareness of contemporary issues in the global community.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Identify sources and forms of cultural diversity.
2. Examine major forms of interaction among different cultures.
3. Analyze the implications of globalization on culture and diversity.

One diversity awareness course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- ANT 101 Introduction to Cultural Anthropology (3 credits)
- ANT 348 Native American Anthropology (3 credits)

- BUS 357 International Business (3 credits)
- COM 360 Advanced Communications in Society (3 credits)
- ELL 240 Linguistically & Culturally Diverse Learners (3 credits)
- ELL 359 Contemporary Issues in English Language Instruction (3 credits)
- ELL 361 Language Learning in a Global Context (3 credits)
- HCS 316 Cultural Diversity in Health & Illness (3 credits)
- HHS 320 Cultural Awareness in the Human Services (3 credits)
- HIS 103 World Civilizations I (3 credits)
- HIS 104 World Civilizations II (3 credits)
- HIS 310 American Women's History (3 credits)
- HIS 342 The Middle East (3 credits)
- HIS 351 Asia in the Age of Decolonization & Globalization (3 credits)
- HIS 379 The Atlantic World (3 credits)
- LIB 320 Global Socioeconomic Perspectives (3 credits)
- LIB 332 Science & Culture (3 credits)
- LIB 380 History & Culture of Mexico (3 credits)
- LNG 360 Language & Society (3 credits)
- SOC 304 Social Gerontology (3 credits)
- SOC 307 Gender & Sexuality (3 credits)
- SOC 308 Racial & Ethnic Groups (3 credits)
- SOC 315 Cross-Cultural Perspectives (3 credits)
- SOC 318 Sociology of Sport (3 credits)
- SOC 326 Diversity & Aging (3 credits)
- SPA 103 Beginning Spanish I (3 credits)
- SPA 104 Beginning Spanish II (3 credits)
- SSC 101 Introduction to Social Science (3 credits)
- TVL 315 Historical & Literary Explorations of Post-Colonial South Africa (3 credits)

Typically, a course with a cross-cultural, global context, or a context other than the United States, may be applied in transfer to satisfy the diversity awareness requirement.

History (3 credits)

Students will explore changes and continuities throughout history to better understand elements of the human experience. The history general education requirement will introduce students to the interrelations of political, social,

economic, cultural, and religious perspectives from the recent and more distant past.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Investigate the past as a context for explaining significant aspects of the present.
2. Examine the development of selected societies, institutions, and processes over time.
3. Distinguish between primary and secondary sources and explain the use of each in understanding the past.

One history course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- EDU 324 History of American Education (3 credits)
- HIS 103 World Civilizations I (3 credits)
- HIS 104 World Civilizations II (3 credits)
- HIS 205 United States History I (3 credits)
- HIS 206 United States History II (3 credits)
- HIS 310 American Women's History (3 credits)
- HIS 340 Recent American History (3 credits)
- HIS 342 The Middle East (3 credits)
- HIS 351 Asia in the Age of Decolonization & Globalization (3 credits)
- HIS 378 Historiography & Historical Methodologies (3 credits)
- HIS 379 The Atlantic World (3 credits)
- LIB 316 Historical Contexts & Literature (3 credits)
- LIB 101 The Art of Being Human (3 credits)
- LIB 102 Human Questions (3 credits)
- LIB 380 History & Culture of Mexico (3 credits)
- MIL 310 American Military History I (3 credits)
- MIL 311 American Military History II (3 credits)
- POL 303 The American Constitution (3 credits)
- TVL 311 Literary & Historical Developments in 19th Century England (3 credits)
- TVL 312 Mark Twain: Writer & Observer of American Culture (3 credits)
- TVL 313 Literary & Historical Explorations of Classical Greco-Roman Culture (3 credits)

- TVL 314 Literary & Historical Developments in 19th Century America (3 credits)
- TVL 315 Historical & Literary Explorations of Post-Colonial South Africa (3 credits)

Typically, a course in World or Western Civilization, or an American history course, may be applied in transfer to satisfy the History requirement.

Humanities (3 credits)

In studying the humanities, students will learn the various ways we as humans attempt to answer questions about the meaning of our world and existence. Through the examination of religious beliefs, philosophies and the human condition students will examine issues of morality, values, ethics, and tolerance. Students will develop analytical and critical thinking skills in addressing dilemmas and acknowledging ambiguity.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Explore the concepts of values in a variety of contexts.
2. Examine the sources of values and beliefs that guide individuals and groups.
3. Analyze the principles of philosophical inquiry.
4. Apply critical thinking and logic to philosophical issues.
5. Analyze the effects of contemporary issues on the expression of values and beliefs.

One humanities course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- LIB 101 The Art of Being Human (3 credits)
- LIB 102 Human Questions (3 credits)
- PHI 208 Ethics & Moral Reasoning (3 credits)

Literature (3 credits)

The student will develop life-long habits of reading literature for pleasure, information and personal growth. This subject area will provide students a disciplined study of literature and a skill set that includes critical thinking, reading and writing skills that will be applicable in personal, academic and professional settings.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Analyze the influence of the reader's perspective on the interpretation of literature.

2. Apply critical reading and analytical skills to make logical and interpretive inferences.
3. Evaluate the influence of the author's perspective on the development of individual works of literature.
4. Describe the interrelationship of imagination and experience in creative writing.
5. Analyze the historical and cultural context of literature.
6. Compose critical essays on literary topics using the specified style of documentation.

One literature course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- ENG 125 Introduction to Literature (3 credits)
- ENG 201 American Literature to 1865 (3 credits)
- ENG 202 American Literature after 1865 (3 credits)
- ENG 303 Survey of Shakespeare (3 credits)
- ENG 341 Studies in Literary Genres (3 credits)
- ENG 345 British Literature I (3 credits)
- ENG 346 British Literature II (3 credits)
- ENG 438 Literary Theory (3 credits)
- LIB 316 Historical Contexts & Literature (3 credits)
- MIL 322 The Literature of War (3 credits)
- TVL 311 Literary & Historical Developments in 19th Century England (3 credits)
- TVL 312 Mark Twain: Writer & Observer of American Culture (3 credits)
- TVL 313 Literary & Historical Explorations of Classical Greco-Roman Culture (3 credits)
- TVL 314 Literary & Historical Developments in 19th Century America (3 credits)
- TVL 315 Historical & Literary Explorations of Post-Colonial South Africa (3 credits)

Typically, survey courses in American and British literature and courses dealing with works of major writers, applied in transfer, will satisfy the literature requirement.

Political Science (3 credits)

Political Science is instrumental for imparting knowledge of political processes, values, and public policy. It is designed to provide students with the analytical and critical thinking skills necessary for informed citizenship.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Examine the ways in which power and authority are embedded in the structures and workings of the government and politics.
2. Analyze political issues from diverse perspectives.
3. Examine political behavior in various contexts.
4. Analyze the causes and implications of conflict, compromise, and cooperation at the local, national, transnational, and global levels.
5. Evaluate public policy as it relates to the ethics of political behavior.

One political science course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- CRJ 303 Corrections (3 credits)
- EDU 365 Politics of American Education (3 credits)
- GRO 330 Social Policy & Aging (3 credits)
- LIB 320 Global Socioeconomic Perspectives (3 credits)
- LIB 323 Revolution & Terrorism in the Modern World (3 credits)
- LNG 360 Language & Society (3 credits)
- POL 111 Introduction to Political Science (3 credits)
- POL 201 American National Government (3 credits)
- POL 255 Introduction to International Relations (3 credits)
- POL 303 The American Constitution (3 credits)
- POL 310 Environmental Policies (3 credits)
- POL 319 State & Local Government (3 credits)
- POL 325 Congress & the Presidency (3 credits)
- POL 353 Comparative Politics (3 credits)
- POL 411 Political Behavior (3 credits)
- SOC 320 Public Policy & Social Services (3 credits)

Science (4 credits)

Students will utilize scientific inquiry as a method for studying the natural world as they explore the fundamentals of science. Through critical thinking and problem solving, students will apply scientific concepts and methods.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Utilize the scientific method to analyze the effect of natural phenomena on living things and the physical world.
2. Examine relationships between human activity and environmental sustainability.
3. Apply problem solving skills in scientific laboratory experimentation.

One science course, 4 credits (with lab), is required. Students with transfer credits in science may substitute 6 semester credits of science without lab. Ashford University offers the following courses to satisfy this requirement:

- ANT 202 Human Origins & Prehistory (4 credits)
- HIM 205 Anatomy & Physiology for HIM I (4 credits)
- HPR 205 The Human Body, Health & Disease (4 credits)
- SCI 207 Dependence of Man on the Environment (4 credits)

Typically, introductory courses with lab, in the following areas may be applied in transfer to meet the science requirement: natural sciences including chemistry, biology, astronomy, and physics.

Social and Personal Awareness (3 credits)

The students will use fundamental concepts of social science methodology to identify and explain the relationship between the self and the world.

Learning Outcomes

Students meeting this subject area will be able to do the following:

1. Explain relationships between the individual and society.
2. Evaluate the social implication of institutional change.
3. Identify the fundamental concepts of social science methodology.

One social and personal awareness course, 3 credits, is required. Ashford University offers the following courses to satisfy this requirement:

- ABS 200 Introduction to Applied Behavioral Science (3 credits)
- ANT 101 Introduction to Cultural Anthropology (3 credits)

- ANT 348 Native American Anthropology (3 credits)
- ANT 351 Anthropology of Religion, Magic, & Ritual (3 credits)
- CRJ 301 Juvenile Justice (3 credits)
- CRJ 303 Corrections (3 credits)
- CRJ 308 Psychology of Criminal Behavior (3 credits)
- ECO 203 Principles of Macroeconomics (3 credits)
- ECO 204 Principles of Microeconomics (3 credits)
- EDU 372 Educational Psychology (3 credits)
- HCA 415 Community & Public Health (3 credits)
- HHS 435 Contemporary Issues, Trends, Health Law Ethics in Health & Human Services (3 credits)
- LEA 316 Ethics in Law Enforcement (3 credits)
- LIB 125 Contemporary Issues in Organizational Leadership (3 credits)
- LIB 307 Social Science Seminar: Race Relations in America (3 credits)
- LNG 330 Language and Power: An Introduction to Discourse Analysis (3 credits)
- MIL 275 Military Ethics (3 credits)
- PSY 101 Introduction to Psychology (3 credits)
- PSY 202 Adult Development & Life Assessment (3 credits)
- PSY 203 Psychology of Human Sexuality (3 credits)
- PSY 301 Social Psychology (3 credits)
- PSY 302 Industrial/Organizational Psychology (3 credits)
- PSY 303 Abnormal Psychology (3 credits)
- PSY 304 Lifespan Development (3 credits)
- PSY 323 Perception, Learning & Cognition (3 credits)
- PSY 331 Psychology of Learning (3 credits)
- PSY 344 Issues & Trends in Adult Development (3 credits)
- SOC 101 Introduction to Sociology (3 credits)
- SOC 203 Social Problems (3 credits)
- SOC 304 Social Gerontology (3 credits)
- SOC 305 Crime & Society (3 credits)
- SOC 307 Gender & Sexuality (3 credits)
- SOC 308 Racial & Ethnic Groups (3 credits)
- SOC 312 Child, Family & Society (3 credits)
- SOC 313 Social Implications of Medical Issues (3 credits)
- SOC 318 Sociology of Sport (3 credits)
- SOC 322 Sociological Aspects of Adulthood (3 credits)
- SOC 326 Diversity & Aging (3 credits)
- SOC 402 Contemporary Social Problems & the Workplace (3 credits)
- SSC 101 Introduction to Social Science (3 credits)
- SSC 340 Human Health & Global Environmental Change (3 credits)
- SSC 350 eSociety: Science, Technology & Society (3 credits)

General Education Capstone (3 credits)

This course provides students with a cumulative and integrative learning experience grounded in their general education experience. Through the study of selected interdisciplinary topics and course-embedded assessments students will demonstrate mastery of essential competencies and application of different ways of knowing. Students will apply the general education principles informed by ethical and critical sensibility and provide evidence of growth in acquiring the habits of active citizenship. Prior to beginning their capstone course for their major, students must successfully complete the General Education capstone, unless they previously completed a Bachelor's degree. Refer to *Completion of Additional Bachelor's Degrees* in this section of the Catalog. A minimum grade of "C-" is required to meet course requirements. Pre-requisite: 75 credits or permission of the student's college or school dean.

Learning Outcomes

Students meeting this requirement will be able to do the following:

1. Demonstrate the application of ethics and moral reasoning with regard to academic knowledge and societal concerns.
2. Apply the principles of critical thinking to contemporary issues.
3. Exhibit clear communication skills through investigative research and writing.
4. Utilize information technology skills appropriate to interdisciplinary studies.
5. Articulate the responsibility of global citizenship and multicultural understanding with regard to academic and professional pursuits.

One general education capstone course, 3 credits, is required. Ashford University offers the following course to satisfy this requirement:

- GEN 499 General Education Capstone (3 credits)

General Academic Policies

Course Delivery Method

Ashford University offers programs using the following course structure and delivery modality. Please note that all course instruction will occur in the English language only.

Online Course Delivery

Generally, undergraduate students complete three credits in accelerated online delivery in five weeks. An accelerated online graduate course typically lasts six weeks. Specific log-in requirements are built into the design of each course and monitored over the Internet through the online learning instructional platform. The course structure allows students to take the initiative to learn content on their own time and provides carefully developed learning activities that allow students to optimize their knowledge processing/application efforts. Course objectives are clearly stated and measured through multiple measures. Instructors are expected to provide feedback and grades on assignments within 6 days of the assignment due date.

Schedule Changes, Program Changes, and Course Cancellation

Ashford University reserves the right to make adjustments to student schedules including, but not limited to course dates, and sequence as deemed necessary by University administration. Registration in a particular course section or with a specific instructor is not guaranteed.

Ashford University may cancel or postpone courses or programs as deemed necessary by the University. In such situations the University will notify impacted students and return applicable tuition and fees to the appropriate entity. In addition, the University will work with students in an effort to provide them with the opportunity to reschedule or to transfer to a comparable University course or program, if available. Any payments made for canceled courses will be refunded or will be applied to another University course or program.

The University will make a reasonable attempt to notify affected students through various communication methods.

Prerequisite Courses

Students are required to fulfill any prerequisites for registered courses, even if those prerequisites are not a requirement within their selected majors. Any prerequisite

courses that are not included in the student's major may be applied to his or her elective requirements.

Plans to Improve an Academic Program

Ashford University continuously looks for ways to improve our academic programs. In the event we plan to make a significant improvement to a program, as deemed so by the University, we will post that information on our Student Consumer Information page, located at www.ashford.edu/about/consumer-information.htm. Once an effective date for a significant improvement to an academic program is determined, information about the change will be posted on the website. Please note that significant improvements to academic programs generally only impact new students enrolling after the effective date. In the event that a significant improvement impacts current students in the program, students will be notified directly.

Classification of Students

Degree-Seeking Students

A degree-seeking student is one who has been accepted into a degree program by the University as a degree candidate and is currently enrolled. A student who remains continuously enrolled is classified as a less than half-time, half-time, three-quarter time, or full-time student according to enrollment requirements for the degree program. Undergraduate students are further classified as a freshman, sophomore, junior or senior, according to the number of undergraduate credits earned.

Non-Degree Seeking Students

Students who wish to take a limited number of courses and do not wish to be enrolled in a degree program at Ashford University may enroll as non-degree seeking students (non-degree students or non-matriculated students) by completing an application for admission. Non-degree seeking students pay the standard tuition rate and are ineligible for financial aid or in-school Title IV loan deferment. Credit is granted when courses are successfully completed and all earned grades are recorded.

Applicants seeking to enroll in one or more courses as a non-degree seeking student are generally expected to meet the full admissions requirements for the degree program through which the course(s) are offered* and any prerequisite coursework required for an individual course. Non-degree seeking students are not eligible to take EXP 105 or Capstone coursework. Admission requirements for enrolling in coursework as a non-degree seeking student are outlined specifically in each degree-level section of this *Catalog*.

Registering as a non-degree seeking student in no way guarantees or implies admission to an Ashford University

degree program. Non-degree seeking students planning to formally apply for admission to a degree program should have their intended course selections reviewed by their Student Advisors to determine relevance and potential applicability to the intended program. Students who wish to apply non-degree seeking coursework to an undergraduate or graduate-level degree program at Ashford University may apply up to 15 credits, unless otherwise approved by the Executive Dean of the School or College.

Individuals who previously have been denied regular admission, or those who have been dismissed or disqualified from Ashford University must petition the Registrar's Office and receive permission to register as a non-degree seeking student. Graduates of Ashford University are generally permitted to register for continued coursework as non-degree seeking students.

The number of non-degree seeking students in any class may be limited. Ashford University reserves the right to limit courses for which a non-degree seeking student may register, as well as to assess the suitability of a non-degree seeking student for any course.

**Note: Applicants under the age of 22 cannot be enrolled in an Ashford University degree program unless they meet specific exceptions. Please refer to undergraduate admission requirements for full admission requirements into a degree-seeking program.*

All applicants applying under the age of 18 must have all legal documents signed by a parent or legal guardian.

Undergraduate Area of Study Course Overlap Policy

Students who wish to pursue a major, minor, specialization, and/or concentration in addition to their primary major may do so as long as the following unique credit requirements are met. This policy does not apply to any overlap with general education requirements.

Transfer coursework that is accepted as a direct transfer to an Ashford University course is not exempted from this policy. Specializations must be approved for the major the student is enrolled in.

Area of Study Type	Minimum Unique Credits
Major	24 credits
Minor	9 credits
Specialization	6 credits
Transfer Concentration	6 credits

Major/Minor Overlap Exceptions

The following major/minors combinations are approved exceptions to the Undergraduate Area of Study Course Overlap Policy.

Major	Minor
Business Administration	Information Systems
	Sports & Recreation Management
Sociology	Social and Criminal Justice
Sports & Recreation Management	Business Administration

Completion of Additional Bachelor's Degrees

A student who has previously earned a Bachelor's degree at Ashford University or from a regionally or approved nationally accredited institution, and wishes to earn an additional Bachelor's degree must complete an additional 30 upper-division credits at the University and fulfill all graduation requirements applicable to the additional degree. Students should have a minimum of 24 unique credits in their major coursework in order to receive an additional Bachelor's degree. Students who completed a Bachelor's degree from countries other than the United States must have their degree evaluated by an approved evaluation service, and accepted by Ashford University, as equivalent to a Bachelor's degree in the United States. Unless the additional degree requires coursework that also fulfills General Education requirements, an appropriately accredited Bachelor's degree will meet all General Education requirements.

Completion of Additional Master's Degrees

A student who has previously earned a Master's degree at Ashford University, or from a regionally or approved nationally accredited institution, and wishes to earn an additional Master's degree must fulfill all degree and graduation requirements applicable to the additional degree. Students who completed a Master's degree from countries other than the United States must have their degree evaluated by an approved evaluation service, and accepted by Ashford University, as equivalent to a Master's degree in the United States. Any credits applied to a previously awarded degree cannot be applied to a subsequent degree. If a student has completed coursework that fulfills content requirements for the second Master's degree, the student must complete additional courses to fulfill total credit requirements for the additional degree. Completion of an additional area of specialization within the same degree does not qualify for a second degree. For Ashford University graduates, a Forbes School of

Business additional Master's degree cannot duplicate specializations with the prior Master's degree. The additional Master's degree must be taken with a new advanced sequence or a new specialization. Graduates from the Master of Arts in Education program with a non-Instructional Practice specialization cannot enroll in the Master of Arts in Education, Instructional Practice specialization.

Graduate Restrictions for Degree Pairings

The following graduate degree program and specialization pairings are restricted. Students who wish to complete an additional Master's degree that is restricted must choose a new specialization or degree program. Due to the nature of the graduate degree programs, students are not permitted to concurrently enroll in more than one Master's degree program.

Restricted Program Pairings	
MBA, Public Administration Specialization	Master of Public Administration
MA in Organizational Management, Public Administration Specialization	Master of Public Administration
MA in Education, any specialization	MA in Education, Instructional Practice Specialization

Degree Regression

Degree regression may occur if a student enrolls in a lower level degree than one previously earned. Students may experience regression when course content completed at a higher level is repeated for fulfillment of lower level degree requirements. Since students applying for lower level degrees risk regression, degree-seeking students must petition to the Provost to enroll in a lower level degree, prior to being admitted to the program, in order to ensure credit requirements for the additional degree will not be considered regression.

Sequence of Courses

In most cases, students are not permitted to take a course for credit after they have completed a more advanced course in the same subject with a grade of "C-" or higher. Course sequencing requirements may be outlined for each degree program, major, minor, and/or specialization.

Capstone Courses

Most Bachelor's and graduate degree programs require students to successfully complete a capstone course. Capstone courses are designed as a comprehensive method for students to demonstrate achievement and

understanding of their program learning outcomes. Students will be scheduled for their capstone course as the final course requirement to complete their degree with the exception of those pursuing an undergraduate specialization. Students may not take capstone courses for elective credit, or as a non-degree seeking student.

Academic Credit

Academic credit at Ashford University is granted using the semester credit hour system.

Grade Point Average

The grade point average is determined by dividing the total number of quality points earned by the total number of credits attempted for which quality points are given. The grades of "Incomplete" and "Passing" do not alter the grade point average. If a student repeats a course, only the most recent grade earned affects the grade point average; the grade point value of the first grade is no longer included in calculating the cumulative average. "W" grades are counted as credits attempted when calculating completion-rate requirements for satisfactory academic progress. "WF" grades are counted as credits attempted and equal the same grade points as "F" grades. No grades are awarded for transferred credits, and transfer credit hours are not reflected in the Ashford University grade point average.

Grading System and Grade Points

Credits are awarded in semester credit hours.

Note: Plus and Minus grades and/or "D" grades are not applicable to graduate programs.

Grades/Quality Points:

A	=	4.0	C-	=	1.7
A-	=	3.7	D+	=	1.3
B+	=	3.3	D	=	1.0
B	=	3.0	D-	=	0.7
B-	=	2.7	F	=	0
C+	=	2.3	WF	=	0
C	=	2.0			

Other Grading Designations

T	=	Transfer Credit
I	=	Incomplete Course (replaced when final grade is awarded)
P	=	Designates Pass/Fail credit earned for courses specifically designated as Pass/Fail. Credits earned count toward the degree requirements, although grade points will not be earned.
E	=	Enrolled in Course
W	=	Withdrew from Course
WF	=	Withdrawn Fail, issued when a student drops or is administratively dropped from a course after the deadline for dropping a course with a grade of W has passed, based on the last date of attendance. Credits are marked as attempted and grade points are equivalent to an "F" grade.
CE	=	Competency by Exam
**	=	Repeated Course*
NC	=	No Credit

*A student may repeat a course previously taken only if the initial grade earned was a "C" or lower. Unless otherwise designated, credit is earned for a course only once. The previous grades for all repeated courses are retained on the transcript and count as credits attempted. Only the most recent grades and points are used in calculating the grade point average (GPA). Transfer credit from other institutions is noted on the transcript in semester credit hours.

Repeated Courses

A course may be repeated at the University if the initial grade in the course was a "C" or lower. The most recent grade earned in the course is used in computing the cumulative grade point average. Limits on the number of courses or times a course may be repeated may be set at the degree and/or major level. Introductory undergraduate course, EXP 105, may only be retaken within 9 attempted credits of the original attempt. Additionally, a student may not retake a course in an area in which he or she has already completed coursework that is more advanced in content level. Degree-seeking students should work with

their Student Advisor to determine if coursework will fit into their academic plan and not be considered regression from previous credit awarded. Students choosing to repeat coursework must do so prior to the completion of program requirements. Repeating coursework may affect eligibility for Title IV financial aid.

Incomplete Grades

Eligibility Criteria

Incomplete "I" grades are issued at the discretion of the instructor and are based upon compelling circumstances. To issue a grade of "I" for a course, the following conditions must be met:

- The student must have completed at least 2/3 of the assignments in the course.
- With the exception of assignments due during the final week of the course, the student's Course Weighted Average to Date must be at least 59.50 (undergraduate students) or 69.50 (graduate students).
- The student must submit an Incomplete Grade Request to his or her instructor prior to the submission of final grades.

Students who are unable to submit an Incomplete Grade Request prior to the submission of final grades should refer to the Student Rights and Responsibilities section in this Catalog for complete details on Ashford University's Grade Appeals policy to review other options.

Attendance Requirements

Regardless of a request for an incomplete grade, students must meet weekly attendance requirements through the end of the course or term. Students who are dropped from a course or term due to not meeting attendance requirements are not eligible to receive an "I" grade.

Approved Incompletes

The instructor must approve the plan presented by the student for satisfying the requirements of the course.

The student has up to 30 days, based on instructor discretion, from the last day of the course to finish his or her coursework. If the student does not complete the work, his or her grade automatically defaults to the grade earned as of the conclusion of the course. Students who have an outstanding incomplete grade at the time of SAP review may not be allowed to continue to the next term until the "I" grade is successfully completed. The "I" grade appears on grade reports and/or official transcripts until a final grade is determined and recorded.

Appeal Procedure

Students requesting an extension for an incomplete grade and students who have been denied an incomplete grade may appeal the decision to the University Provost, or designee. The outcome of the request will be communicated in writing to the student. A maximum of an additional 30 days may be granted to a student with an approved appeal.

Course Drop

Students who officially drop from a course or courses during the add/drop period as defined by the drop deadlines will have that course removed from their academic transcripts.

Drop Deadlines:

6-week course = Week 1

5-week course = Week 1

Students who officially drop or are administratively dropped from a course after the drop deadline and prior to the end of the instructional week or day shown subsequently will receive a "W" in the course.

Deadlines to Drop with a Grade of W:

6-week course = Week 5

5-week course = Week 4

Students who officially drop or are administratively dropped from a course after the deadline to drop with a grade of "W" will receive a grade of "WF" in the course.

Please note that course drop dates are based on a student's last date of attendance in the course.

Requests for Program Change

Students who are requesting a program change must submit a new application required for the new program of study. Students must meet admission requirements and complete all degree requirements in effect for the program of study at the time of admission to the new program. Admission is not guaranteed. The University will determine the conditions under which the student may enroll and will convey those conditions to the student. Any changes to a program may result in removal of an approved transfer concentration, specialization, or minor.

Students using Military Tuition Assistance to fund their education must obtain permission from the Education Services Officer to change their program. When permission is obtained and the request is processed, an updated military degree plan will be reissued by the Office of the Registrar within 60 days.

Associate's to Bachelor's Program Change Requirements

Matriculated students seeking approval to change from an Associate's to a Bachelor's degree program must have earned a minimum of 18 credits at Ashford University and be in good academic standing. Matriculated students who have earned fewer than 18 credits at Ashford University are exempt from this requirement if all General Education and Introductory coursework has been successfully completed.

Withdrawal from the University**Official Withdrawal**

Ashford University determines that a student is officially withdrawn when a student requests to officially withdraw or takes an academic leave from the University. Students wishing to officially withdraw from Ashford University must notify their assigned Enrollment Services Advisor, University Advisor, Student Advisor, or other advisor within the Enrollment Services or Student Services Department. For official withdrawals, a student's withdrawal date is:

- The last documented date of academically related activity by the student

Unofficial Withdrawal

Ashford University determines that a student is unofficially withdrawn when he or she falls into one of the following categories:

- Students who do not register for and attend the current semester, term, or course sequence;
- Students who fail to follow the proper procedures for requesting an Academic Leave or who do not return from an approved Academic Leave as scheduled; or
- Students who do not meet the minimum attendance requirements for the program as outlined in the current *Catalog* or *Catalog Supplement*.

For unofficial withdrawals, a student's withdrawal date is:

- The last documented date of academically related activity by the student

Reinstatement Process after Withdrawal (Less Than One Year)

Students who withdraw or are withdrawn from Ashford University may request reinstatement to the same degree/program in which they were enrolled at the time of withdrawal. Students seeking reinstatement to a different degree/program must submit a new application required for the new program of study. Students must meet admission requirements and complete all degree

requirements in effect for the program of study corresponding with the catalog year in which the student changed his or her program. Students seeking reinstatement to Ashford University should contact their Student Advisor. Reinstatement is not guaranteed. If reinstatement is granted, Ashford University will determine any conditions under which the student may be reinstated and will convey those conditions to the student.

Military service members should review the *Readmission of Students after Military Service under the Higher Education Opportunity Act of 2008* policy located in this section of the *Catalog*.

Readmission Process after Withdrawal (One Year or More)

Students who withdraw or are withdrawn from Ashford University and are seeking readmission to the same or a different degree/program must submit a new application. This process is to ensure that the University has current demographic information for each student. If the student has continued his or her education at another school since leaving the University, official transcript(s) from any other college attended should be submitted by the student to the Registrar's Office for review.

Students must meet admission requirements and complete all degree requirements in effect for the program of study at the time of readmission. Readmission is not guaranteed. If readmission is granted, the University will determine the conditions under which the student may re-enroll and will convey those conditions to the student.

Military service members should review the *Readmission of Students after Military Service under the Higher Education Opportunity Act of 2008* policy located in this section of the *Catalog*.

Military Deployment Provisions

Any member of the United States armed forces, spouse of an Active Duty, National Guard or Reservist, a Department of Defense employee or a civilian employee of the US Coast Guard who is ordered to state or federal service or duty is entitled to the following provisions for each course the student is attending:

- Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s). Students will be assigned a withdrawal grade that does not count negatively against Satisfactory Academic Progress.
- Students may make arrangements with instructors for course grades or administratively request a grade of incomplete by submitting any of the subsequent request forms. If such arrangements are made, tuition shall be assessed for the course(s) in full.

- Students who withdraw from the institution due to military service are allotted a one-year grace period for collection of any institutional balances owed. This grace period does not apply to repayment of federal student loans which are subject to Title IV repayment regulations.

Students who request to drop any current course(s) due to military necessity and do not need to request an Academic Leave should submit a *Military Course Drop/Incomplete Request*.

Students who request a break in attendance of 45 days or greater due to military necessity may do so by submitting a *Military Withdrawal Request*. This request form also facilitates withdrawal from any current course(s), if necessary.

Both of these request forms are available in the Student Portal.

Readmission of Students after Military Service under the Higher Education Opportunity Act of 2008

Ashford University does not deny readmission to a service member of the uniformed services for reasons relating to that service. Students who meet the criteria subsequently outlined will be readmitted with the same academic status as the student had when he or she last attended Ashford University. An affected service member is any individual who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. Service in the uniformed services means service, whether voluntary or involuntary, in the Armed Forces, including service as a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Any student whose absence from Ashford University is necessitated by reason of service in the uniformed services is entitled to readmission if the following apply:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to Ashford University and provides such notice as far in advance as is reasonable under the circumstances;
- The cumulative length of the absence and of all previous absences from Ashford University by reason of service in the uniformed services, including only the time the student spends actually performing service in the uniformed services, does not exceed five years; and

- Except as otherwise provided in this section, the student submits a verbal or written notification of intent to re-enroll at Ashford University by informing a University Advisor, a Student Advisor, an Enrollment Services Advisor, or the Office of the Registrar or by submitting a new application for admission.

However, no advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.

In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or verbal notice of service to a Student Advisor, a University Advisor, an Enrollment Services Advisor, or the Office of the Registrar may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to Ashford University that the student performed service in the uniformed services that necessitated the student's absence from Ashford University.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service;
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is:
 - Ordered to or retained on active duty under sections 688, 12301(a), 12301(g), 12302, 12304, or 12305 of Title 10, U.S.C., or under sections 331, 332, 359, 360, 367, or 712 of Title 14, U.S.C.;
 - Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress as determined by the Secretary concerned;
 - Ordered to active duty (other than for training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of Title 10, U.S.C.;

- Ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve); or
- Called into Federal service as a member of the National Guard under chapter 15 of Title 10, U.S.C., or section 12406 of Title 10, U.S.C (i.e., called to respond to an invasion, danger of invasion, rebellion, danger of rebellion, insurrection, or the inability of the President with regular forces to execute the laws of the United States).

An affected service member must, upon the completion of a period of service in the uniformed services, notify Ashford University of his or her intent to return to Ashford University not later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify a Student Advisor, a University Advisor, an Enrollment Services Advisor, or the Office of the Registrar of his or her intent to return to Ashford University not later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to Ashford University, but is subject to Ashford University's established general policies and practices.

A student who submits an application for readmission to Ashford University must provide to Ashford University documentation to establish that:

- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated due to the occurrence of:
 - A separation from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
 - A dismissal of a commissioned officer permitted under section 1161(a) of Title 10, USC by sentence of a general court-martial; in commutation of a sentence of a general court-martial; or, in time of war, by order of the President.
 - A dropping of a commissioned officer from the rolls pursuant to section 1161(b) of Title 10, USC due to absence without authority for at least three months; separation by reason of a sentence to confinement adjudged by a court-martial; or, a sentence to confinement in a Federal or State penitentiary or correctional institution.

In order for a service member to qualify for these benefits by reason of service, a student must submit appropriate documentation to the University. Documents that might establish service member eligibility include, but are not limited to:

- DD214—Certificate of Release or Discharge from Active Duty;
- Copy of duty orders prepared by the facility where the orders were fulfilled with a service completion endorsement;
- Letter from the Commanding Officer of a Personnel Support Activity (or someone of comparable authority);
- Certificate of completion from military training school;
- Discharge certificate showing character of service;
- Copy of extracts from payroll documents showing periods of service; or
- Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation.

Ashford University may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

- Students who meet the criteria for readmission after military service outlined previously will be promptly readmitted with the same academic status as when they last attended or were last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to permit service. "Same academic status" means that Ashford University shall admit the student:
 - To the same program to which he or she was last admitted, or, if that exact program is no longer offered, the program that is most similar to that program, unless the student requests or agrees to admission to a different program;
 - At the same enrollment status last held at Ashford University, unless the student requests or agrees to admission at a different enrollment status;
 - With the same number of credit hours completed previously, unless the student is readmitted to a different program to which the completed credit hours are not transferable; and
 - With the same academic standing previously held.

If the student is readmitted to the same program, for the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed for the academic year during which the student left the institution.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the student will be assessed no more than the tuition and fee charges that other students in the program are assessed for that academic year.

If Ashford University determines that the student is not prepared to resume the program, or will not be able to complete the program, the University will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program, including but not limited to providing refresher courses at no extra cost to the student.

Ashford University is not required to readmit the student on his or her return if:

- After reasonable efforts by the University, the University determines that the student is not prepared to resume the program at the point where he or she left off;
- After reasonable efforts by the University, the University determines that the student is unable to complete the program; or
- The University determines that there are no reasonable efforts it can take to prepare the student to resume the program at the point where he or she left off or to enable the student to complete the program.

Servicemembers Opportunity College

Ashford University is a Servicemembers Opportunity College (SOC) Degree Network School. As a SOC member, students who apply for admission to a Bachelor of Arts degree at Ashford University and are members of one of the following Armed Forces are eligible to receive a Servicemembers Opportunity College SOC Student Agreement:

- **Military Branch:** Army, Navy, Marines, or Coast Guard; or
- **Military Status:** Active Duty, Active National Guard, Active Reserves servicemember, or Spouses/Adult Dependents.

Ashford University may also issue SOC agreements to servicemembers of other branches of service based on SOC policies and requirements.

Ashford University must receive all previous college transcripts and military credit recommendations prior to the end of the second attempted course. Upon full

admission, the student will receive a SOC Student Agreement outlining their degree requirements.

SOC Student Agreement degree requirements are valid for 8 years from the time the agreement is issued or the student voluntarily changes the degree program at which time a new agreement will be issued for the new program. Students who leave Ashford University and return after one year under a valid SOC Student Agreement will be given the program requirements under the last contract for degree. When degree or course requirements change, students have the opportunity to voluntarily choose the new program to be more in-line with industry standards. Students that return to a degree program that is no longer offered through Ashford University will be given the opportunity to be admitted into the most current program or under the contract version without loss toward academic progress.

Department of Defense (DoD) Voluntary Education Partnership

Ashford University is a participating institution in the Voluntary Education Partnership with the DoD. In accordance with this partnership, any Active Duty, National Guard, or Reservist student who attends the University will receive a military degree plan within 60 days after admission to the educational institution in which the individual has selected a degree program and all required official transcripts have been received.

The student will receive a Military Degree Plan with the evaluation of previous coursework received and the requirements for the degree program selected.

The Military Degree Plan affords the student the opportunity to complete the degree requirements within the enrolled degree program within five (5) years of the issued date without the loss of academic progress. Students who choose to change their degree program will forfeit the issued degree plan and be issued a new Military Degree Plan for the new program.

Transfer of Ashford University Credits to Other Institutions

Since Ashford University is a regionally accredited institution, other institutions may elect to accept Ashford University credits. However, students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by Ashford University unless part of a valid articulation agreement or included in an articulation numbering system.

Outside any formal partnership or agreement, students considering transferring to another institution have the responsibility to determine whether that institution will accept Ashford University credits. Ashford University

does not imply, promise, or guarantee transferability of its credits to any other institution. Please visit www.ashford.edu/admissions/transferability.htm to find information about transfer guidelines and a current list of articulation agreements.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Ashford University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Ashford University to determine if your credits or degree will transfer.

Learning Resources

Appropriate Use of Database Content

Researchers are permitted to access the databases only for the purposes of providing or pursuing an education through Ashford University. They may not use the materials for any other purpose. Neither database access nor materials retrieved from the databases may be shared inside or outside of the University.

Violations may result in disciplinary action and/or legal liability to the database providers. Ashford University requires its students, faculty and staff to respect intellectual property rights, and will take action against anyone who abuses access to the database content made available by the library.

Library

The Ashford University Library coordinates access for online students and faculty to electronic academic and business research databases and collections. These resources provide hundreds of thousands of full-text periodicals and academic journal articles, e-books, videos and other materials. These electronic research resources are available to students on a 24/7 basis. The library provides all students with tip sheets and video tutorials that show users how to navigate the Ashford University Library and help them better understand the research process.

Online students can interact with librarians via phone, chat and email. These resources, as well as librarian contact information, instructional aids, and tutorials are available on the library website, which can be accessed through the Student Portal or through your online courses.

The library is also a full cataloging and interlibrary loan member of the Online Computer Library Center (OCLC). With this national network, all students can access more than 72,000 collections, large and small, through interlibrary loan. Ashford librarians can obtain articles and other documents for students if these items are not available through the Ashford University Library's collections.

Assistance in Developing Writing Proficiency

A number of self-help resources are available on the Ashford University website for students preparing to meet the writing proficiency standards in degree programs offered online. In addition, fee-based tutorial services are available to students who need personal assistance in writing skill improvement.

Course Digital Materials (CDM)

Course digital materials (CDM) refers to all course-specific educational materials and resources provided directly to the student via the online classroom. Course materials include essential readings, audio and video assets, interactive exercises, and other digital supplements. CDMs offer a more dynamic, interactive, and robust set of resources for student learning in the online modality. For courses in which course digital materials are provided in lieu of textbooks, a fee (CDM fee) is applied directly to the student's account concurrent with the charge for tuition. Students are not charged the CDM fee for repeated coursework if previously charged. CDM fees are fully refundable if a student does not attend beyond Week 1 of a course (Week 3 if covered under the Ashford Promise Refund Schedule).

Constellation™

Constellation™ course digital materials are designed to help students master the instructional goals of Ashford University degree programs. Constellation™ digital materials are created specifically to support Ashford University's curriculum. These materials may be displayed on a browser-based Constellation™ Reader or on a number of devices, such as the iPhone, Kindle, and Blackberry. Once students have access to their Constellation™ digital materials through the online classroom, they can read their materials online, download and save them to their hard drive, print without restriction, keep materials for future reference, or share with friends.

Constellation™ does not include restrictions on file storage or print functions. Full functionality of Constellation™ is best experienced with the included reader. The Constellation™ Reader will allow students to highlight material in a variety of colors, create notes and make bookmarks. While the reader offers robust functionality, students will be able to access, download and print their learning materials in accordance with their preferences. Students will lose access to any course digital materials approximately 60 days after the end of their course or their withdrawal date, unless they have downloaded the material to an external device or hard drive.

Honor Societies

Alpha Sigma Lambda

Alpha Sigma Lambda is an honor society devoted to the advancement of scholarship and leadership of nontraditional/adult students in higher education. To be eligible for membership in the Ashford University Alpha Lambda chapter of the Alpha Sigma Lambda Honor Society, students must be seeking their first Bachelor's degree, be in the highest twenty (20) percent of eligible baccalaureate students based upon cumulative GPA, and meet the following criteria as of January 1 or July 1, and completion of a minimum of:

- 24 credits at Ashford University; and
- 12 credits of liberal arts coursework.

Students who meet the eligibility criteria will be sent an invitation via email to become a member. There are no membership fees or dues. Once a student has participated in an online induction ceremony, the student becomes a lifetime member of the Alpha Lambda chapter of the Alpha Sigma Lambda honor society. Names of inductees will be published on the Alpha Sigma Lambda webpage on the Ashford University website once the induction process for eligible students is complete. Students who are inducted into the honor society will be mailed a certificate.

Any Alpha Sigma Lambda member who participates in the Ashford University Commencement Ceremony will be distinguished with Alpha Sigma Lambda regalia provided by the University.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society of the two-year college/Associate's degree-granting institution. Phi Theta Kappa's mission is two-fold: to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programs.

Membership is by invitation only. In order to receive an invitation for membership, students must meet the criteria listed subsequently as of January 1 and July 1:

- Be an active student seeking an Associate's degree;
- Have completed at least 12 credit hours of coursework that may be applied to an Associate's degree;
- Have a grade point average of 3.7 (a cumulative grade point average of 3.5 must be maintained to remain in good standing); and,
- Be willing to adhere to the moral standards of the Society.

There is a one-time membership fee of \$60.

Students who meet the eligibility criteria will be sent an invitation to become a member. Names of inductees will be published on the Phi Theta Kappa webpage on the Ashford University website once the induction process for eligible students is complete. Students who are inducted into the honor society will be mailed a certificate.

Any Phi Theta Kappa member who participates in the on-campus commencement ceremony will be distinguished with Phi Theta Kappa regalia provided by the University.

Delta Alpha Pi International:

Delta Alpha Pi International is an academic honor society for students with disabilities. Delta Alpha Pi Honor Society presents an opportunity to change negative stereotypes associated with disability by recognizing students with disabilities for their academic accomplishments. In addition, this honor society facilitates development of skills in leadership, advocacy, and education for participating students. Members of Delta Alpha Pi Honor Society participate in activities designed to educate the community and society regarding disability issues and the need for universal design in learning.

Membership in Delta Alpha Pi International Honor society is by invitation only and open to all eligible Ashford University students. To attain membership into DAPI, the following criteria must be met as of January 1 and July 1:

- Be a student with a documented disability through the Office of Student Access and Wellness.
- Demonstrate an interest in disability issues.
- Be an undergraduate student currently enrolled and have completed a minimum of 24 credits with a minimum GPA of 3.10, OR
- Be a graduate student currently enrolled and have completed 18 credits of graduate coursework with a minimum GPA of 3.30.

Students who meet the eligibility criteria will be sent an invitation via email to become a member. There are no membership fees or dues. Names of inductees will be published on the Alpha Sigma Lambda webpage on the Ashford University website once the induction process for eligible students is complete. Students who are inducted into the honor society will be mailed a certificate.

Any Delta Alpha Pi member who participates in the Ashford University Commencement Ceremony will be distinguished with Delta Alpha Pi regalia provided by the University.

Golden Key International Honour Society:

Golden Key International Honour Society is the world's premier collegiate honor society connecting members locally, regionally and globally with lifetime opportunity, reward and success. Membership in Golden Key is by invitation only.

To qualify for membership in Golden Key International Honour Society, active students must meet the following criteria as of January 1 or July 1:

- Be in the top 15% of your undergraduate class (Bachelor's degree seeking Sophomores, Juniors and Seniors), based on GPA; or
- Be a top-performing graduate student, based on GPA.

Membership in Golden Key consists of one-time lifetime membership fee of \$95 paid at the time of induction.

Students who meet the eligibility criteria will be sent notice of their eligibility via email and be told to expect an exclusive invitation via email to join the honor society directly from Golden Key International Honour Society headquarters.

Names of inductees will be published on the Golden Key webpage on the Ashford University website. Students who are inducted into the honor society will be mailed a certificate.

Any Golden Key member who participates in the Ashford University Commencement Ceremony will be distinguished with Golden Key regalia provided by the University.

SALUTE National Veterans Honor Society:

SALUTE is the first national veteran's honor society. SALUTE stands for Service, Academics, Leadership, Unity, Tribute, and Excellence. In 2009, Colorado State University was awarded the ACE/Wal-Mart Success for Veterans Grant, and from that SALUTE Veterans National Honor Society was created. SALUTE is the first honor society created for student veterans and military at two- and four-year higher education institutions nationwide.

To attain membership into SALUTE as an undergraduate student, the following criteria must be met as of January 1 and July 1:

- Be currently enrolled as an undergraduate student;
- Qualify as military or veteran student under locally-derived and maintained definitions, or submit a DD-214 Member 4 copy that displays the character of service (honorable discharge);
- Have a minimum GPA of a 3.0;
- Have served or currently be serving in the military, National Guard, or reserves or, if no longer serving, submit a DD-214 Member 4 copy that displays the character of service (honorable discharge); and
- Maintain the highest ethical standards.
- A unique element for undergraduate students is the GPA-ranking tier. This system was designed to encourage student veterans to strive for academic success at their university. Undergraduate members of SALUTE advance to higher tiers of the GPA ranking system during their tenure at their university.

To attain membership into SALUTE as a graduate student, the following criteria must be met as of January 1 and July 1:

- Be currently enrolled as a graduate student;
- Qualify as a military or veteran student under locally-derived and maintained definitions;
- Have a minimum GPA of a 3.5;
- Have completed at least 12 credits of graduate coursework;
- Have served or currently be serving in the military, National Guard, or reserves or, if no longer serving, submit a DD-214 Member 4 copy that displays the character of service (honorable discharge); and
- Maintain the highest ethical standards.

Membership in SALUTE consists of one-time lifetime membership fee of \$20 paid at the time of induction.

Students who meet the eligibility criteria will be sent notice of their eligibility via email and be provided with information on the necessary application materials to be reviewed by a committee. Following committee review, students who meet all eligibility requirements will be sent an invitation via email to formally induct into SALUTE. Names of inductees will be published on the SALUTE webpage on the Ashford University website once the induction process for eligible students is complete.

Students who are inducted into the honor society will be mailed a certificate and a military style challenge coin by the SALUTE Headquarters.

Any SALUTE member who participates in the Ashford University Commencement Ceremony will be distinguished with SALUTE regalia provided by the University.

Program Completion and Honors

Dean's List

Associate and Bachelor degree-seeking students will be evaluated three times per calendar year for academic recognition, in December, May, and August. Students who meet the following criteria will be recognized for their scholarship through the Academic Dean's List.

- Have a 3.50 Ashford University cumulative grade point average;
- Have completed a minimum of 12 credit hours in an online program;
- Have enrolled in and completed at least one course since the time the previous Dean's List was determined;
- Are in good academic standing at the time of review; and
- Are currently attending or are on an approved Academic Leave at the time of review.

Graduation Process

Students should petition to graduate when they are within six (6) months of program completion. The completed Petition to Graduate form, including required fees, must be submitted to release all transcripts, diplomas and verifications for degrees awarded. The Petition to Graduate is available online in the Student Portal at www.ashford.edu.

The date of degree conferral recorded on the student's transcript and diploma reflects the date the student completes all academic degree requirements. Degree completion is generally recorded on a student's official transcript within 30 days after completion of ALL program requirements. Diplomas are generally ordered within 30 days after completion of all program requirements and payment of all related tuition and fees. Diplomas and transcripts will be withheld until all accounts at the University are paid in full.

Graduation Honors and Awards

Candidates for an undergraduate degree who have exhibited outstanding achievement may be awarded the following honors at graduation by earning the corresponding grade point average:

- Cum laude 3.50–3.69
- Magna cum laude 3.70–3.89
- Summa cum laude 3.90 or above

Recognition also is given to Scholars Institute graduates and to students who are members of honor societies: Junior/Senior Honor Society, Alpha Sigma Lambda, Golden Key International Honour Society, and Mu Sigma Eta. Also recognized are students who were selected for “Who’s Who Among Students in American Colleges and Universities.”

Posthumous Degree Policy

The University may grant undergraduate and graduate degrees posthumously. When the University determines that a deceased student was in good standing and had completed enough credits toward a degree, the Provost or designee has the authority to grant the degree posthumously.

Generally, students should have completed a majority of their coursework for the program of study in order to qualify for a posthumous degree. Additionally, students must have been meeting Satisfactory Academic Progress and all Student Community Standards.

Formal requests may be submitted in writing to the Office of the Registrar for consideration by emailing student.records@ashford.edu.

Degree Rescindment Policy

An Ashford University degree may be rescinded when there is clear and convincing evidence that one of the following has occurred:

- A degree has been conferred in error;
- All University-defined requirements were not satisfied at the time the degree was granted; or
- A previously awarded passing grade is reversed, resulting in unmet degree requirements.

Commencement Ceremony

Ashford University commencement ceremonies are held in the fall and spring each year. In order to participate, students must meet the following requirements:

Fall Ceremony - October 2016

- Expect to graduate between July 1 and December 31; and
- Purchase appropriate* cap and gown by August 15.

Spring Ceremony - May 2017

- Expect to graduate between January 1 and June 30; and
- Purchase appropriate* cap and gown by March 15.

**Cap and gown must be purchased from Ashford University’s authorized vendor.*

Specific graduation dates and locations are available on the Graduation Information webpage located at www.ashford.edu/student_services/graduation.htm.

Students who wish to attend a ceremony different from that assigned by his or her expected graduation date may request to attend a future ceremony by emailing graduation.information@ashford.edu.

SECTION SIX: UNDERGRADUATE PROGRAMS

Overview

Ashford University offers online undergraduate programs which are administered by the academic colleges and the Forbes School of Business at Ashford University. These programs serve adult and distance learners seeking Associate's and Bachelor's degrees from Ashford University.

Grounded in the principles of adult learning and established to address the unique needs of mature and distance learners, Ashford University recognizes the aspirations and qualities of self-directedness and serious motivation that broadly characterize working adults who seek college degrees. Programs offered through the online modality, therefore, provide diverse and alternative ways for such individuals to earn and accumulate credits to be used in completing baccalaureate degrees.

Besides offering online courses that are accelerated and conveniently scheduled, Ashford University administers assessment activities to determine college-level credit that adult learners may have already achieved. Alternative sources of credit at the undergraduate level may include credit for experiential learning, military training, sponsored professional training, advanced placement, national testing programs, and national credit recommendations. For more information about on-time completion rates, the median loan debt of students who completed each program shown below, and other important information, please visit www.ashford.edu/pd.

Admission Policies and Procedures for Online Associate of Arts Degree Programs

Conditional Admission Requirements for Associate's Degree Programs

Applicants seeking admission to an Associate of Arts degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Have a regular high-school diploma earned through college preparatory or regular high school courses,

a GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.*

- An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
- Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded.
- If no high school diploma was earned, applicants who have successfully completed at least a two-year program or have earned a minimum of 60 transferable credits that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.
- Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this *Catalog*.
- Have the ability to study in English indicated by one of the following**:
 - Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;***
 - Received a GED that was taken in English;***
 - A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or
 - Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination taken within the past two (2) years. For the TOEFL, a minimum score of 500 paper-based or 61 Internet-based is required. For the IELTS, a minimum score of 6 is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

Due to the accelerated, adult-learner focus of the academic programs offered in the online modality, applicants under the age of 18 generally will not be admitted.

*Requirements for residents of California, Mississippi, and Tennessee are outlined separately; please refer to Additional Admission Requirements for Residents of California, Mississippi, and Tennessee.

***Satisfying the English Language Requirement does not exempt a student who earned his/her high school diploma outside of the United States from the additional admission requirements for international applicants.*

***If satisfying the English Language Requirement through a high school diploma, GED, or equivalent not completed in the United States, additional documentation may be required. Please contact the Registrar's Office for further information.

Conditionally admitted students who do not achieve provisional or full admission status after one attempt in the Ashford Promise, are allowed a second period of conditional admission in order to be provisionally or fully admitted.

Attendance in the first course is confirmation of a student's intent to matriculate and, therefore, constitutes an attempt. Subsequent withdrawal from the course or institution, whether administrative or student-initiated, concludes an attempt. Failing to meet Basic Academic Requirements (attaining a cumulative course grade of C- or better as of Day 6 of Week 3 in the first course) also concludes an attempt.

Students who fail to meet Basic Academic Requirements (BAR) are denied admission and are required to successfully complete the Student Success Orientation as a prerequisite to a subsequent attempt (if they have not already successfully completed it).

Students who are administratively withdrawn for failing to submit required Financial Aid documents during the conditional admission period are required to submit the required documents as a prerequisite to a subsequent attempt.

Ashford University reserves the right to deny admission or re-admission to any applicant. Ashford University does not admit students based on an "ability to benefit" test. Ashford University recognizes the importance of protecting student privacy and reserves the right to request documentation to establish or verify any student's identity at any time, for administrative or compliance purposes. Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to an Associate of Arts degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar's Office. Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Appeal Procedure for a 3rd Consecutive Conditional Admission Period or Ashford Promise

Provisional admission status must be attained by the end of the 2nd attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second attempt of the Ashford Promise must wait one year from the date they were denied admission to re-apply, or they may appeal the University's decision using the process outlined subsequently to request a 3rd consecutive attempt of conditional admission in the Ashford Promise.

Disagreements over academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Ashford University Admission Appeals Committee reviews the appeals and renders a decision to the student. Appeals must include an explanation of the event that occurred, which caused the student to not attain provisional admission to the University after two attempts.

Students must appeal in writing to the University Registrar. The appeal must be submitted to academic.progress@ashford.edu and approved prior to enrollment in any future courses. Additionally, the student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in the undue hardship to the student;
- Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during their period of absence; and,
- A plan for completion of the coursework required to meet basic academic requirements during their coursework at Ashford University.

Appeal decisions will be communicated from the Registrar's office to the student via email.

Additional Conditional Admission Requirements for Applicants with International Academic Credentials for Associate's Degree Programs

The following requirements are applicable to applicants relying on academic credentials earned outside the United States for admission. Please note that visa services are not provided and that the University will not vouch for a nonimmigrant alien student's status or associated charges. In addition to the conditional admission requirements outlined in the admission policy for Associate of Arts degree programs, copies of documentation indicating that the student meets the following admission requirements are required for conditional admission:

- Submit copies of an official evaluation from an approved evaluation service indicating that the student has met one of the following requirements:
 - Completion of a two-year program from an appropriately accredited post-secondary institution, as defined by Ashford University transfer credit policies; or,
 - A record of having achieved the equivalency of a United States high school diploma.
- All academic records from countries other than the United States must have been evaluated by one of the following evaluation services:
 - Educational Credentials Evaluators, Inc. (ECE); OR
 - World Education Services (WES).

Note: Applicants who have already had their international credentials evaluated prior to applying to Ashford University may petition the Office of the Registrar for acceptance of evaluations from other credible agencies.

Provisional Admission Requirements for Associate's Degree Programs

Students must meet the following requirements in order to be provisionally admitted to an Associate of Arts degree program at Ashford University:

- Successfully complete Student Success Orientation;
- Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and,
- Attend Week 4 of their first course.

Attendance in Week 4 constitutes a student's confirmation of his or her intention to continue in the program as a regular student. Upon attendance in Week 4 of their first course, students are considered matriculated, regular students in their degree program. Students who meet the requirements for Full Admission will be fully admitted into the degree program.

Transfer Credit Evaluation for Associate's Degree Programs

Upon being granted provisional admission to an undergraduate degree program, the Ashford University Registrar's Office staff will begin requesting transcripts of a student's prior postsecondary education using the signed Transcript Request form.

The Registrar's Office will request official transcripts of all prior postsecondary education, as provided by the student in the application for admission, as well as any school appearing in the student's National Student Clearinghouse record. This includes:

- College or university transcripts from any regionally or approved nationally accredited postsecondary educational institution attended.
- Military credits evaluated for equivalency to college credits.

Students are responsible for submitting official documentation of any postsecondary credit previously earned through examination or credit earned through non-collegiate instruction to be evaluated for applicability to Ashford University program requirements.

Once transcripts of all prior postsecondary education have been received, the Registrar's Office staff will complete the student's transfer credit evaluation.

At the conclusion of the fourth (4th) attempted Ashford University course in a degree seeking program, if any transcripts of prior postsecondary education have not yet been received, the Registrar's Office staff will proceed with the transfer credit evaluation of any transcripts of postsecondary education received to date. The student is then admitted on Academic Watch due to failure to provide confirmation of a combined cumulative grade point average of 2.0 or higher in all prior postsecondary education. Additional transcripts may be submitted for evaluation at a later date, should they become available.

If it is determined prior to the conclusion of the fourth (4th) attempted Ashford University course that certain transcripts are unable to be provided, students may sign and submit an Authorization to Close File form thereby waiving potential transfer credits from previously attended schools, in order to expedite the transfer credit evaluation process. Any student who signs an Authorization to Close File form, thereby waiving potential transfer credits from previously attended schools, is admitted on Academic Watch due to failure to provide confirmation of a combined cumulative grade point average of 2.0 or higher in all prior postsecondary education. These transcripts may be submitted for evaluation at a later date, should they become available.

Students are responsible for reviewing their transfer credit evaluation as well as their scheduled courses with their Student Advisor and informing them of any courses that they feel are duplicative or equivalent in content to previously completed coursework or non-traditional learning.

Students may submit official transcripts to Ashford University for review of transfer credits at any time.

Full Admission Requirements for Associate's Degree Programs

The following requirements must be met prior to the conclusion of the fourth (4th) attempted Ashford University course in a degree seeking program. To start the fifth (5th) course, students must complete all the requirements subsequently outlined.

- Official TOEFL or IELTS scores, if required for admission.
 - Students who meet the English Language requirement with 30 transferable credits must submit the official transcript(s) where these credits were earned.
- Students who were provisionally admitted with completion of a two-year program from an appropriately accredited postsecondary institution as defined by Ashford University transfer credit policies must have official transcripts of those credits on file to meet full admissions requirements.

Note: Additional requirements for residents of California, Mississippi, and Tennessee and for students seeking admission based on credentials earned outside of the United States are outlined separately.

Students who do not meet all requirements will not be fully admitted and will be withdrawn from the program. Students may be readmitted to Ashford University at such time that all requirements for full admission have been met.

Students for whom the aforementioned required documentation does not apply, are fully admitted at the time of their transfer credit evaluation, in accordance with the *Transfer Credit Evaluation* policy. Students with no history of postsecondary education are fully admitted upon successful completion of the Conditional Admission Period.

The student is responsible for all eligibility-related assertions, attestations, and verifications relied upon by the institution during the admissions process. Should any of the student's information be subsequently established as inaccurate, resulting in the student's disqualification for full admission, the student will remain responsible for any

and all financial obligations incurred while at the institution, including, but not limited to, financial aid funds which were consequently returned by the University.

If at any time it is determined that the student does not meet admission requirements outlined for the program as indicated on the application for admission, provisional and/or full admission will be rescinded and the student will be withdrawn from the University.

Undergraduate degree-seeking transfer students must provide official documentation of an undergraduate cumulative grade point average (CGPA) of 2.0 in all combined undergraduate coursework attempted at regionally or approved nationally accredited colleges/universities since high school, or he or she is admitted on Academic Watch. Any student who signs an Authorization to Close File form, thereby waiving potential transfer credits from previously attended schools and failing to provide confirmation of a cumulative GPA of 2.0 or higher, is admitted on Academic Watch. Students on Academic Watch are required to have achieved a cumulative Ashford University GPA of 2.00 and successfully complete 67% of credits attempted at the conclusion of the first Satisfactory Academic Progress increment. Students who have not met the requirements at the conclusion of the Academic Watch period will be dismissed from the University. Please refer to the Satisfactory Academic Progress (SAP) Requirements in this section to review all related satisfactory academic progress guidelines.

Graduates of an Ashford University undergraduate degree program who subsequently enroll in another undergraduate degree program will not be placed on Academic Watch. Students who change programs in the same degree level who have successfully completed one (1) SAP increment and are in good academic standing with the University will not be placed on Academic Watch.

Appeal of Dismissal Following Academic Watch

A student who has been dismissed for not meeting satisfactory academic progress requirements following Academic Watch may appeal to the University Registrar for re-admission. Appeals are evaluated by a committee comprised of the University Registrar or designee, and a representative from Academic Affairs. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

Additionally, the student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of

a student's family member, or other reasons resulting in undue hardship to the student;

- Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate-level credits during the period of absence; and
- A plan for completion of the coursework required to meet satisfactory academic progress during the following payment period.

The passage of time does not substantiate eligibility for readmission or appeal for readmission, however, students who have experienced mitigating circumstances and have been dismissed from the University for failure to meet satisfactory academic progress requirements and have been denied re-admission after an appeal, may submit another appeal to be readmitted after one or more years have elapsed since their last appeal. The appeal must meet the criteria outlined above and the student must present compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate level credits since the last appeal was submitted.

Note: See the Satisfactory Academic Progress Requirements in this section to review all related Satisfactory Academic Progress guidelines.

Additional Full Admission Requirements for Applicants with International Academic Credentials for Associate's Degree Programs

In addition to the requirements for full admission outlined in the admission policy for Associate of Arts programs, applicants relying on academic credentials earned outside the United States must submit an official evaluation sent direct directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Additional Full Admission Requirements for Residents of California, Mississippi, and Tennessee for Associate's Degree Programs

California residents must submit proof of graduation from high school in one of the following forms:

- Official or unofficial copy of high school transcripts indicating graduation;
- Official or unofficial documentation of passing the GED or state certificate awarded;
- Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Mississippi and Tennessee residents must submit proof of graduation from high school in one of the following forms:

- Official high school transcript indicating graduation;
- Notation on transcript from another college indicating graduation from high school for transfer students; or,
- Official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See *Financial/Financial Aid Implications for Residents of California, Mississippi, and Tennessee* under *Loan Disbursement Information* in the *Financial Information* section of this *Catalog* for more information concerning financial aid and payment requirements for California, Mississippi, and Tennessee residents.

Admission Policies and Procedures for Online Bachelor's Degree Programs

Conditional Admission Requirements for Bachelor's Degree Programs

Applicants seeking admission to a Bachelor's degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Be 22 years of age or older or be exempt from this requirement by meeting one of the following criteria:
 - Has earned a minimum of 20 transferable credits* as defined by Ashford University transfer credit policies;

- Has 0-19 transferable credits and successfully completed the Student Success Orientation course;
- Is seeking readmission to Ashford University after withdrawal from a degree program;
- Is a current degree-seeking student at Ashford University requesting to change majors; or
- Is a former Ashford University Clinton Campus student requesting to transfer to the online modality.

**If satisfying the Under 22 exemption with 20 transferable credits, unofficial transcripts must be submitted with the Application for Admission.*

Due to the accelerated, adult-learner focus of the academic programs, applicants under the age of 18 generally will not be admitted.

- Have a regular high-school diploma earned through college preparatory or regular high school courses, a GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.**
 - An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
 - Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded.
 - If no high school diploma was earned, applicants who have successfully completed at least a two-year program or have earned a minimum of 60 transferable credits that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.
- Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this *Catalog*.

- Have the ability to study in English indicated by one of the following***:
 - Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English^;
 - Received a GED that was taken in English^;
 - A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or
 - Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination taken within the past two (2) years. For the TOEFL, a minimum score of 500 paper-based or 61 Internet-based is required. For the IELTS, a minimum score of 6 is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

***Requirements for residents of California, Mississippi, and Tennessee are outlined separately; please refer to Additional Admission Requirements for Residents of California, Mississippi, and Tennessee.*

****Satisfying the English Language Requirement does not exempt a student who earned his/her high school diploma outside of the United States from the additional admission requirements for applicants with international academic credentials.*

^If satisfying the English Language Requirement through a high school diploma, GED, or equivalent not completed in the United States, additional documentation may be required. Please contact the Registrar's Office for further information.

Conditionally admitted students who do not achieve provisional or full admission status after one attempt in the Ashford Promise, are allowed a second period of conditional admission in order to be provisionally or fully admitted.

Attendance in the first course is confirmation of a student's intent to matriculate and, therefore, constitutes an attempt. Subsequent withdrawal from the course or institution, whether administrative or student-initiated, concludes an attempt.

Failing to meet Basic Academic Requirements (attaining a cumulative course grade of C- or better as of Day 6 of Week 3 in the first course) also concludes an attempt.

Students who fail to meet Basic Academic Requirements (BAR) are denied admission and are required to successfully complete the Student Success Orientation as a prerequisite to a subsequent attempt (if they have not already successfully completed it).

Students who are administratively withdrawn for failing to submit required Financial Aid documents during the conditional admission period are required to submit the required documents as a prerequisite to a subsequent attempt.

Ashford University reserves the right to deny admission or re-admission to any applicant. Ashford University does not admit students based on an "ability-to-benefit" test.

Ashford University recognizes the importance of protecting student privacy and reserves the right to request documentation to establish or verify any student's identity at any time, for administrative or compliance purposes.

Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to a Bachelor's degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar's Office. Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Appeal Procedure for a 3rd Consecutive Conditional Admission Period or Ashford Promise

Provisional admission status must be attained by the end of the 2nd attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second attempt of the Ashford Promise must wait one year from the date they were denied admission to re-apply, or they may appeal the University's decision using the process outlined subsequently to request a 3rd consecutive attempt of conditional admission in the Ashford Promise.

Disagreements over academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Ashford University Admission Appeals Committee reviews the appeals and renders a decision to the student. Appeals must include an explanation of the event that occurred, which caused the student to not attain provisional admission to the University after two attempts.

Students must appeal in writing to the University Registrar. The appeal must be submitted to

academic.progress@ashford.edu and approved prior to enrollment in any future courses. Additionally, the student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in the undue hardship to the student;
- Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during their period of absence; and,
- A plan for completion of the coursework required to meet basic academic requirements during their coursework at Ashford University.

Appeal decisions will be communicated from the Registrar's office to the student via email.

Additional Conditional Admission Requirements for Applicants to the Bachelor of Science in Nursing (RN to BSN) Program

Applicants seeking admission to the Bachelor of Science in Nursing (RN to BSN) program must meet the following admission requirements prior to the start of the first course at Ashford University:

- Have earned a nursing (hospital) diploma or Associate's degree in Nursing from a regionally accredited or approved nationally accredited college or university**.
- Have earned a grade of C- or higher in Microbiology (with lab), or equivalent, from a regionally accredited or approved nationally accredited institution**.

**Unofficial or official transcripts showing an earned nursing (hospital) diploma or Associate's degree in Nursing and Microbiology (with lab) coursework must be submitted with the Application for Admission. In order to determine a student's initial course schedule, students should submit unofficial or official transcripts demonstrating successful completion of coursework in: Introduction to Sociology, Introduction to Psychology, Introduction to Statistics, Human Anatomy (with lab), Human Physiology (with lab), if available.

Additional Conditional Admission Requirements for Applicants with International Academic Credentials for Bachelor's Degree Programs

The following requirements are applicable to applicants relying on academic credentials earned outside the United

States for admission. Please note that visa services are not provided and that the University will not vouch for a nonimmigrant alien student's status or associated charges. In addition to the conditional admission requirements outlined in the admission policy for Bachelor's degree programs, copies of documentation indicating that the student meets the following admission requirements are required for conditional admission:

- Submit copies of an official evaluation from an approved evaluation service indicating that the student has met one of the following requirements:
 - Completion of a two-year program from an appropriately accredited post-secondary institution, as defined by Ashford University transfer credit policies
 - A record of having achieved the equivalency of a United States high school diploma.
- All academic records from countries other than the United States must have been evaluated by one of the following evaluation services:
 - Educational Credentials Evaluators, Inc. (ECE); OR
 - World Education Services (WES).

Note: Applicants who have already had their international credentials evaluated prior to applying to Ashford University may petition the Office of the Registrar for acceptance of evaluations from other credible agencies.

Provisional Admission Requirements for Bachelor's Degree Programs

Students must meet the following requirements in order to be provisionally admitted to a Bachelor's degree program at Ashford University:

- Successful completion of Student Success Orientation, if required*;
- Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and
- Attend Week 4 of their first course.

*Students are required to successfully complete Student Success Orientation if they:

- Have zero (0) traditional college-level transferable credits at the time of application, or
- Are under age 22 and have 0-19 transferable credits.

Attendance in Week 4 constitutes a student's confirmation of their intention to continue the program as a regular student. Upon attendance in Week 4 of their first course,

students are considered matriculated, regular students in their degree program. Students who meet the requirements for Full Admission will be fully admitted into the degree program.

Transfer Credit Evaluation for Bachelor's Degree Programs

Upon being granted provisional admission to an undergraduate degree program, the Ashford University Registrar's Office staff will begin requesting transcripts of a student's prior postsecondary education using the signed Transcript Request form.

The Registrar's Office will request official transcripts of all prior postsecondary education, as provided by the student in the application for admission, as well as any school appearing in the student's National Student Clearinghouse record. This includes:

- College or university transcripts from any regionally or approved nationally accredited postsecondary educational institution attended
- Military credits evaluated for equivalency to college credits

Students are responsible for submitting official documentation of any postsecondary credit previously earned through examination or credit earned through non-collegiate instruction to be evaluated for applicability to Ashford University program requirements.

Once transcripts of all prior postsecondary education have been received, the Registrar's Office staff will complete the student's transfer credit evaluation.

At the conclusion of the fourth (4th) attempted Ashford University course in a degree seeking program, if any transcripts of prior postsecondary education have not yet been received, the Registrar's Office staff will proceed with the transfer credit evaluation of any transcripts of postsecondary education received to date. The student is then admitted on Academic Watch due to failure to provide confirmation of a combined cumulative grade point average of 2.0 or higher in all prior postsecondary education. Additional transcripts may be submitted for evaluation at a later date, should they become available.

If it is determined prior to the conclusion of the fourth (4th) attempted Ashford University course that certain transcripts are unable to be provided, students may sign and submit an Authorization to Close File form thereby waiving potential transfer credits from previously attended schools, in order to expedite the transfer credit evaluation process. Any student who signs an Authorization to Close File form, thereby waiving potential transfer credits from previously attended schools, is admitted on Academic Watch due to failure to provide confirmation of a

combined cumulative grade point average of 2.0 or higher in all prior postsecondary education. These transcripts may be submitted for evaluation at a later date, should they become available.

Students are responsible for reviewing their transfer credit evaluation as well as their scheduled courses with their Student Advisor and informing them of any courses that they feel are duplicative or equivalent in content to previously completed coursework or non-traditional learning.

Students may submit official transcripts to Ashford University for review of transfer credits at any time.

Full Admission Requirements for Bachelor's Degree Programs

The following requirements must be met prior to the conclusion of the fourth (4th) attempted Ashford University course in a degree seeking program. To start the fifth (5th) course, students must complete all the requirements subsequently outlined.

- Official TOEFL or IELTS scores, if required for admission.
 - Students that meet the English Language requirement with 30 transferable credits must submit the official transcript(s) where these credits were earned.
- Students who were provisionally admitted with completion of a two-year program from an appropriately accredited postsecondary institution as defined by Ashford University transfer credit policies must have official transcripts of those credits on file to meet full admissions requirements.

Note: Additional requirements for residents of California, Mississippi, and Tennessee and for students seeking admission based on credentials earned outside of the United States are outlined separately.

Students who do not meet all requirements will not be fully admitted and will be withdrawn from the program. Students may be readmitted to Ashford University at such time that all requirements for full admission have been met.

Students for whom the aforementioned required documentation does not apply, are fully admitted at the time of their transfer credit evaluation, in accordance with the Transfer Credit Evaluation policy. Students with no history of postsecondary education are fully admitted upon successful completion of the Conditional Admission Period.

The student is responsible for all eligibility-related assertions, attestations, and verifications relied upon by the institution during the admissions process. Should any of the student's information be subsequently established as inaccurate, resulting in the student's disqualification for full admission, the student will remain responsible for any and all financial obligations incurred while at the institution, including, but not limited to, financial aid funds which were consequently returned by the University.

If at any time it is determined that the student does not meet admission requirements outlined for the program as indicated on the application for admission, provisional and/or full admission will be rescinded and the student will be withdrawn from the University.

Undergraduate degree-seeking transfer students must provide official documentation of an undergraduate cumulative grade point average (CGPA) of 2.0 in all combined undergraduate coursework attempted at regionally or approved nationally accredited colleges/universities since high school, or he or she is admitted on Academic Watch. Any student who signs an Authorization to Close File form, thereby waiving potential transfer credits from previously attended schools and failing to provide confirmation of a cumulative GPA of 2.0 or higher, is admitted on Academic Watch. Students on Academic Watch are required to have achieved a cumulative Ashford University GPA of 2.00 and successfully complete 67% of credits attempted at the conclusion of the first Satisfactory Academic Progress increment. Students who have not met the requirements at the conclusion of the Academic Watch period will be dismissed from the University. Please refer to the Satisfactory Academic Progress (SAP) Requirements in this section to review all related satisfactory academic progress guidelines.

Graduates of an Ashford University undergraduate degree program who subsequently enroll in another undergraduate degree program will not be placed on Academic Watch. Students who change programs in the same degree level who have successfully completed one (1) SAP increment and are in good academic standing with the University will not be placed on Academic Watch.

Appeal of Dismissal Following Academic Watch

A student who has been dismissed for not meeting satisfactory academic progress requirements following Academic Watch may appeal to the University Registrar for re-admission. Appeals are evaluated by a committee comprised of the University Registrar or designee, and a representative from Academic Affairs. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

Additionally, the student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student;
- Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate-level credits during the period of absence; and
- A plan for completion of the coursework required to meet satisfactory academic progress during the following payment period.

The passage of time does not substantiate eligibility for readmission or appeal for readmission, however, students who have experienced mitigating circumstances and have been dismissed from the University for failure to meet satisfactory academic progress requirements and have been denied re-admission after an appeal, may submit another appeal to be readmitted after one or more years have elapsed since their last appeal. The appeal must meet the criteria outlined above and the student must present compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate level credits since the last appeal was submitted.

Note: See the Satisfactory Academic Progress Requirements in this section to review all related Satisfactory Academic Progress guidelines.

Additional Full Admission Requirements for Applicants to the Bachelor of Science in Nursing (RN to BSN) Program

The following requirements must be met prior to the conclusion of the fourth (4th) attempted Ashford University course in a degree seeking program. To start the fifth (5th) course, students must complete all the requirements subsequently outlined.

- Submission of official transcript(s) from the regionally accredited or approved nationally accredited institution that awarded the nursing (hospital) diploma or Associate's degree in Nursing.
- Submission of official transcript(s) from the regionally accredited or approved nationally accredited institution demonstrating completion of and Microbiology (with lab), or equivalent, with a grade of C- or higher.

Additional Full Admission Requirements for Applicants with International Academic Credentials for Bachelor's Degree Programs

In addition to the requirements for full admission outlined in the admission policy for Bachelor's degree programs, applicants relying on academic credentials earned outside the United States must submit an official evaluation sent direct directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Additional Full Admission Requirements for Residents of California, Mississippi, and Tennessee for Bachelor's Degree Programs

California residents must submit proof of graduation from high school in one of the following forms:

- Official or unofficial copy of high school transcripts indicating graduation;
- Official or unofficial documentation of passing the GED or state certificate awarded;
- Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Mississippi and Tennessee residents must submit proof of graduation from high school in one of the following forms:

- Official high school transcript indicating graduation;
- Notation on transcript from another college indicating graduation from high school for transfer students; or
- Official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See Financial/Financial

Aid Implications for Residents of California, Mississippi, and Tennessee under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for California, Mississippi, and Tennessee residents.

Student Success Orientation

The orientation is designed to provide students with a complete overview of the Ashford University experience, prepare them for success in their courses, and help them to self-evaluate their readiness to succeed in an online classroom setting.

Students will be instructed on Ashford University policies and the learner resources that are available to them through interactive videos and assessments. Students enrolled in orientation must successfully complete all assigned activities. Students must successfully complete orientation prior to commencing any credit-bearing coursework at Ashford University, if required. Students who have successfully completed online coursework at Ashford University are exempt from the orientation requirement.

Non-Degree Seeking Student General Admission Requirements

It is the responsibility of the applicant to provide Ashford University with all materials required for admission prior to enrolling in coursework as a non-degree seeking student. Please see additional policies for non-degree seeking students under *Classification of Students* in the *General Academic Information and Policies* section of this Catalog.

Students seeking to enroll in undergraduate coursework as a non-degree seeking student must meet the following requirements prior to the start of the first course at Ashford University:

- Have a regular high-school diploma earned through college preparatory or regular high school courses, a GED, or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school.
 - An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
 - Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school

diploma, and/or evidence of passing the GED or state certificate awarded.

- If no high school diploma was earned, applicants who have successfully completed at least a two-year program or have earned a minimum of 60 transferable credits that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.
- Due to the accelerated, adult-learner focus of the academic programs, applicants under the age of 18 generally will not be admitted.
- Submit an official or unofficial transcript from the regionally accredited or approved nationally accredited institution showing proof of credit awarded for any required prerequisite coursework.
- Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this *Catalog*; and,
- Have the ability to study in English indicated by one of the following:
 - Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;
 - Received a GED that was taken in English;
 - A minimum of 30 credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or,
 - Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination taken within the past two (2) years. For the TOEFL, a minimum score of 500 paper-based or 61 Internet-based is required. For the IELTS, a minimum score of 6 is required. Copies of official or unofficial scores must be submitted prior to enrolling in coursework as a non-degree seeking student.

Additional Non-Degree Seeking Student General Admission Requirements for Residents of California and Tennessee

California residents must submit proof of graduation from high school in one of the following forms:

- Official or unofficial copy of high school transcripts indicating graduation;

- Official or unofficial documentation of passing the GED or state certificate awarded;
- Proof of at least a two-year program or a minimum of 60 transferrable credits that are acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies.

Tennessee residents must submit proof of graduation from high school in one of the following forms:

- Official high school transcript indicating graduation;
- Notation on transcript from another college indicating graduation from high school for transfer students; or,
- Official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Academic Policies and Procedures

Academic Calendar

The academic calendar is continuous (also known as non-term), rather than defined by semesters. In continuously enrolled programs, students typically take one course at a time and move to the next course in the program sequence without a break. Opportunities to enroll in programs and begin courses in an undergraduate degree program are available most every week. Most courses are offered in an accelerated, five-week format.

There is an annual two-week Winter Break when courses are not scheduled. The Winter Break for 2016-2017 occurs from December 20, 2016 to January 2, 2017.

Technology Requirements

It is our intent to assist students and to prepare them for their coursework at Ashford University. Therefore, technology competencies and requirements have been established. These requirements are in effect for all Ashford University applicants and existing students and may be updated at any time.

Competencies

Students must meet the following competencies:

- Ability to access course and program material on the Internet;
- Ability to correspond with University staff, students, and faculty using email and the Internet; and
- Ability to use appropriate antivirus utilities so that files transmitted and received are virus free.

System Requirements

The following minimum system configuration and software are required:

- Platforms: Mac OS X 10.2 or higher or Windows XP or higher;
- Hardware: 256 Mb RAM, CD-ROM, and 1 Gb free disk space;
- Productivity Software: Microsoft Word, PowerPoint, and Excel (provided); Adobe Reader 8.0 or higher; Adobe Flash 10 or higher (Constellation users);
- Web Browser: Firefox 3.0 or higher, Internet Explorer 9.0 or higher, Safari 3.0 or higher, or Chrome;
- Networking: 56k dialup modem, DSL, or Cable modem;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.

The following are recommended for optimal performance:

- Networking: Broadband internet connection (DSL, Cable, or other).
- Constellation users: Windows Media Player 7.0 or higher, sound card and speakers.

Additional System Requirements for Use of Ebooks

The following additional platform and hardware requirement apply when using ebooks:

- Platforms: Mac OS X 10.4 or higher, Windows XP with service pack 2 or higher, or Vista;
- Hardware: 512 Mb RAM, CD-ROM, 1 GHz processor, and 1 Gb free disk space; 1024x768 screen resolution or larger.

Please note certain courses may require the use of additional internet connectivity requirements, software, and/or hardware, such as a microphone and/or webcam to record sound or video files. Additionally certain courses may require use of third party websites. The University is not responsible for the practices of any third party websites. If a student has serious objections to using a third party website, he or she can request an alternative method of completing an assignment from the instructor of the course. If a student chooses to withhold the disclosure

of Directory Information, no Directory Information will be released by Ashford University to non-university personnel, unless the disclosure meets exception criteria as outlined in the Student Rights and Responsibilities section of this Catalog. However, a student may still be required to make certain disclosures as part of coursework.

English Proficiency

All students enrolled in an undergraduate degree program must satisfy English Proficiency within the first 15 successfully completed credits through one of the following options:

- A passing score on the Ashford University English Proficiency exam (credit not awarded). Students are allowed two attempts and are only allotted one week (a total of 7 days) to submit both attempts from the time the exam is first made available to the student. Students who make no attempts in the initial allotted 7 day period must satisfy the proficiency through an alternative option;
- A grade of "C-" or better in a designated Ashford University English course (ENG 121 or ENG 122);
- A passing score on a designated National Testing Program exam completed within five (5) years from date of application; or
- A grade of "C-" or better in a comparable course from a regionally accredited or approved nationally accredited institution completed within five (5) years prior to the date of application.

Note: Due to the nature of the Ashford University curriculum, ENG 121 and ENG 122 are not considered duplicative of transfer courses. Students who have completed comparable or more advanced English courses but who have not satisfied English Proficiency through one of the previous options will have the credits applied toward Communication I, II, or Electives credit deficiencies. Students who have successfully completed an Ashford upper division course in their major that demonstrates advanced writing skills (as determined by the Academic Program Chair) may request that the course satisfy their English Proficiency requirement.

Program Enrollment and Cancellation

Initial enrollment in courses offered is arranged through a University Enrollment Services Advisor. New students should contact an Enrollment Services Advisor or University Advisor to register. It is the student's responsibility to officially register for the program course of study. To ensure that students are successful at navigating inside of the classroom and to become familiar with all of the resources available to them at Ashford University, newly enrolled students may participate in a

live webinar of a guided tour of the online classroom. After initial enrollment, students will work with their Student Advisor to register, add courses, or change their course schedule. Any change in the original registration must be communicated to the student's Student Advisor. Major changes in a student's schedule may necessitate completion of a new Admissions Application and Enrollment Agreement.

Applicants who want to cancel an enrollment agreement must contact their Enrollment Services Advisor or University Advisor prior to attending in Week 4 of their first course. Applicants who cancel enrollment will be allowed one more period of conditional admission at Ashford University. Individuals who cancel their enrollment two times while in conditional standing may re-apply to Ashford University no earlier than one year from their last date of attendance.

Ashford University reserves the right to cancel or terminate the agreement if the applicant fails to meet basic academic requirements during conditional admission, violate the Student Community Standards, fail to make satisfactory academic progress, fail to make payment in accordance with the terms of his or her student finance agreement, and/or fail to meet attendance requirements as outlined in this *Catalog*. Applicants who are denied admission may be allowed one more period of conditional admission at Ashford University. Individuals who are denied admission two times while in conditional standing may re-apply to Ashford University no earlier than one year from their last date of attendance.

Students who receive federal student financial aid funds are entitled to a refund of moneys not paid from federal student financial aid program funds.

Students who obtain loan(s) to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Registration and Academic Placement

Initial registration and student scheduling is a one-time process based upon the information provided to Ashford University in the Admission Application. The student's initial schedule is based upon the student's desired start date and program of study, in conjunction with previous education. Initial registration occurs in consultation with an Enrollment Services Advisor/University Advisor. Upon completion of initial registration, students have access, via the Student Portal, to their individual course schedules and the dates of each course for which they are registered.

Once the admission file is completed and the student receives full admission to the University, student schedules are adjusted by the student's Student Advisor, in consultation with the student, to accommodate courses

applied in transfer. It is the student's responsibility to review his or her schedule regularly through the Student Portal and to notify the Student Advisor to initiate any schedule changes.

Employment Services

Ashford University does not guarantee employment to any applicant as a condition of his or her application, acceptance, or attendance in any program. Ashford University does not provide employment services or make student referrals to prospective employers based on direct contact with the employer regarding current job openings to any student attending Ashford University.

Degree-Seeking Student Classifications

Class Level:

Freshman:	0–24 credits earned
Sophomore:	25–48 credits earned
Junior:	49–72 credits earned
Senior:	73+ credits earned

Once a student has earned 24 credits and registers for his or her 25th credit, he or she will be classified as a Sophomore.

Once a student has earned 48 credits and registers for his or her 49th credit, he or she will be classified as a Junior.

Once a student has earned 72 credits and registers for his or her 73rd credit, he or she will be classified as a Senior.

Enrollment Status

Students who remain continuously enrolled in non-term-based programs are classified as full-time. Students who are on a break of up to 14 consecutive days or on an approved Academic Leave are still classified as full-time. Students who fail to return from a break or approved Academic Leave as scheduled should refer to the *Withdrawal from the University* policies for information regarding determination of withdrawal date. The University may schedule breaks during which no courses are scheduled. When this occurs, such as during the annual winter break, the student's break will extend the 14 day limit to include the scheduled break. The annual winter break does not extend the 45 day limit for approved Academic Leaves that are greater than 14 days.

Auditing of Courses

The online modality does not allow for course auditing due to the accelerated nature of course offerings and the unique nature of the online classroom environment.

Credit Maximum Policy

A maximum of 36 credits may be attempted per academic year. Students may appeal in writing to the Registrar's Office for an increase to a maximum of 48 credits attempted per academic year.

Concurrent Course (Double Up) Registration Policy

- Concurrent course registration may occur when the student is fully admitted and has completed his or her first two courses.*
- Student must be meeting Satisfactory Academic Progress requirements.*
- Payment for concurrent courses can be paid in full prior to the course start date.
- Concurrent course registration cannot violate progression or prerequisite requirements.
- At no time may a student attend more than two Ashford University courses concurrently.
- If using Financial Aid, student should discuss financial implications of concurrent course registration with his/her Student Account Advisor. Students utilizing financial aid may be eligible to apply available funding towards their concurrent course.

*Non-degree seeking students are exempt from this requirement to register for concurrent courses.

Attendance Policy for Undergraduate Courses

Students are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded discussion forum, submitting a written assignment or journal entry or submitting a quiz or exam. Postings not related to graded discussion forums or written assignments or journal entries not related to the actual assignment may be reviewed and disqualified for attendance purposes. Attendance on the basis of submitting a quiz or exam is determined by submission status at the conclusion of the calendar day (11:59 pm Mountain Time).

Each instructional week begins on a Tuesday and concludes on the following Monday. A student is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for

assignment submissions, discussion board posts, and attendance records will reflect Mountain Time Zone.

Students enrolled in introductory courses, such as EXP 105, are required to attend at least once in any seven consecutive day period for the duration of the course. Students who do not attend once in any seven consecutive days in an introductory course will be administratively dropped retroactive to the last date of recorded attendance. The course must then be repeated. Limited exceptions to introductory course attendance requirements based on exceptional circumstances, such as an emergency personal or family reason, may be made. Please refer to the *Attendance Appeal* policy in the *Student Rights and Responsibilities* section in this *Catalog*.

Students enrolled in non-introductory courses who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Students who do not attend at least once in any 14 consecutive day period will be dropped from the course and administratively withdrawn from the University retroactive to the last date of recorded attendance. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Students who participate in an academic activity in a course prior to its official start date will not be dropped from their course during Week 1 for non-attendance as long as they subsequently attend at least once during Week 1 of the course.

Please refer to drop policies for grade implications when not meeting attendance requirements. Students who drop a course or are dropped for not meeting attendance requirements and do not attend within 14 days of their last date of attendance will be administratively withdrawn from the University. A student's last date of attendance following successful completion of a course is the end date of that course. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the non-enrollment period may extend the 14 day limit to include the break. No approved Academic Leave can exceed 45 days including University scheduled periods of non-enrollment.

For information regarding the determination of withdrawal date, please see the *Withdrawal from the University* policy in the *General Academic Information and Policies* section in this *Catalog*.

Note: New students who do not meet attendance requirements for, or do not complete, their first course will be administratively withdrawn from the University and must work with their Enrollment Services Advisor/University Advisor to reschedule their enrollment in the program.

Academic Participation

In addition to meeting attendance requirements, students attending are expected to participate in their courses by actively engaging in weekly discussion forums with substantial posts and completing the required assignments for each week. A list of all assignments can be found within the course calendar in each class and also by week in the weekly instructional units.

Failure to meet academic participation requirements may negatively impact an assignment and/or course grade. All recorded time stamps for assignment submissions, discussion board posts, and attendance records will reflect Mountain Time Zone.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance and make arrangements to complete the required assignments. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Academic Leave

Students who plan to take a break in attendance of greater than 14 days but no more than 30 days from their last date of attendance, who provide a written confirmation of their intent to return, will not be administratively withdrawn, provided they return as scheduled.

Written confirmations must be provided via the *Academic Leave Request* form in the Student Portal, and should be submitted within 14 days of the last date of attendance. *Academic Leave Requests* allow students to postpone the start date of their next scheduled course and maintain an active status with the University. To gain access to the *Academic Leave Request* form, students must speak with a Student Advisor. New students must complete their first course in order to be eligible for an Academic Leave.

Students who do not return on their scheduled return date or do not attend within the first seven days of the course they are scheduled for when returning from an approved Academic Leave will be administratively withdrawn. Please note that administrative withdrawal may occur at any point in a student's enrollment when 14 consecutive days of non-attendance occur, whether within an active course or between the last date of attendance in a prior course and the first date of attendance in a subsequent course. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Exceptions to submitting an *Academic Leave Request* through the Student Portal may be made in instances where extreme extenuating circumstances exist for students unable to access the Student Portal. Students must contact a Student Advisor for assistance with this exception.

If a student requires a break in attendance of greater than 30 days, the Student Advisor may escalate an exception approval to a Director or designee for an Academic Leave with a maximum allotment of 45 days out of attendance. Exceptions will be made on a case-by-case basis.

Course Drop

To drop from a course(s), a student must contact his or her assigned Enrollment Services Advisor, University Advisor, Student Advisor, or other advisor within the Enrollment Services or Student Services Departments. Students who officially drop from a course or courses during the add/drop period, which is before the conclusion of the first instructional week, will have that course removed from their academic transcripts.

Drop Deadlines

- 5-week course = Week 1

Students who officially drop or are administratively dropped from a course after Week 1 and have a Last Date of Attendance (LDA) in Weeks 2 through 4 will receive a grade of "W" in the course. Students who officially drop or are administratively dropped from a course prior to the course end date and have an LDA in Week 5 will receive a grade of "WF" in the course.

Note: For undergraduate students enrolled in graduate-level coursework, please refer to the Course Drop policy in the Graduate Programs section of this Catalog.

Withdrawal from the University

Students wishing to officially withdraw from Ashford University must notify their assigned Enrollment Services Advisor, University Advisor, Student Advisor, or other advisor within the Enrollment Services or Student Services Departments. Students choosing to notify their Student Advisors verbally of their intent to withdraw may be asked to fill out a written request to withdraw.

Please refer to drop policies for grade implications when not meeting attendance requirements. Students who drop a course or are dropped for not meeting attendance requirements and do not attend within 14 days of their last date of attendance will be administratively withdrawn. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the break may extend the 14 day limit to include the break. No approved Academic Leave can exceed 45 days including University scheduled periods of non-enrollment.

The student must resolve any financial obligations to Ashford University before receiving an official transcript from the Office of the Registrar.

For information regarding the determination of withdrawal date, please see the *Withdrawal from the University* policy in the *General Academic Information and Policies* section in this *Catalog*.

Consecutive Course Drops

Degree-seeking students only meeting attendance requirements in the first week of a course for four consecutively enrolled courses at Ashford University without earning credit will be administratively withdrawn for a period of no less than nine months from the student's last date of attendance. Students who have been withdrawn may appeal this policy by contacting their Student Advisor. Students who have an approved appeal and do not successfully complete their next scheduled course will be withdrawn for a period of no less than nine months.

Consecutive Unsuccessful Grades

Students who earn three consecutive unsuccessful grades at Ashford University will be academically dismissed. Unsuccessful final grades include the following:

- F, W, WF, or
- In an Introductory, General Education Competency, or General Education Capstone course, D+, D, or D-.

Dismissed students should refer to the *Appeal of Academic Dismissal* policy outlined in this *Catalog*. Appeals are evaluated by an Appeals Committee made up of the University Registrar or designee, and representative from Academic Affairs. Students who are denied re-admission after an appeal will not be eligible to submit another appeal for a period of less than one year. Students who have an approved appeal and do not successfully complete their next scheduled course will be dismissed and may not submit another appeal for a period of less than one year.

Satisfactory Academic Progress Policy (SAP)

We are dedicated to the academic success of our students. As such, the following policies outline the academic requirements for Ashford University's undergraduate programs and describe how they are measured to ensure that students are making satisfactory academic progress toward successful degree completion. This policy applies to all undergraduate-level coursework attempted at Ashford University, regardless of date attempted.

Academic and Financial Aid Warning, and Academic and Financial Aid Probation statuses provide an opportunity for students to improve academic performance and meet overall requirements for degree completion. Students

placed on one of these statuses should meet with their Student Advisor to discuss course scheduling and to plan for remediation.

Please contact the Ashford University Registrar or Associate University Registrar with any questions concerning the requirements outlined in this policy. This policy applies to all coursework accepted and applied in transfer as well as attempted at Ashford University, as outlined in this policy, regardless of date attempted.

Undergraduate Non-Term Based Program Measures

- Week = 7 calendar days
- Full Academic Year Definition = a minimum of 40 weeks of instructional time and 24 successfully earned credits that apply toward the student's program of study. Please note: courses are offered 50 weeks in each calendar year. Therefore, students can complete five academic years in four calendar years.
- A full Academic Year consists of 2 increments also referred to in this *Catalog* as payment periods, financial aid payment periods and Satisfactory Academic Progress (SAP) increments.
 - The first payment period in the Academic Year ends when half of the credits and weeks required for a completed Academic Year have been successfully met.
 - The second payment period in the Academic Year ends when the requirements for a completed Academic Year have been successfully met.

Final Academic Year Exceptions:

- For any remaining portion of a program that is half of an Academic Year or less, the remaining portion is treated as a single payment period.
- For any remaining portion of a program that is more than half of an Academic Year but less than a full Academic Year, the remaining portion is divided into two payment periods and the first payment period is the period in which the student successfully completes half of the credits and half of the weeks of instructional time in the remaining portion.

Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period.

Full-Time Enrollment = Students who remain continuously enrolled, including breaks of 14 days or less, in non-term-based programs are classified as full-time. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the non-enrollment period may extend the 14 day limit to include the break.

Satisfactory Academic Progress Standards

Undergraduate students must meet the following minimum qualitative and quantitative standards to make satisfactory academic progress:

- Minimum cumulative GPA in Ashford University coursework for all undergraduate students = 2.00.
- The Bachelor of Science in Health Information Management and the Bachelor of Science in Nursing majors require a 2.50 minimum GPA standard for all major coursework attempted at the University.
- Cumulative GPA includes all undergraduate-level coursework attempted at Ashford University, excluding grades of Pass, I, or W. Only the later grade is counted in the cumulative GPA when a course is repeated.
- Grade points earned at another college are not used in the computation of the grade point average at Ashford University.
- Successful Completion Rate = 67% or 2/3 of all attempted credits. Attempted undergraduate credits are all Ashford University course attempts recorded on the academic transcript, including repeated courses, withdrawals, and incompletes, as well as transfer credits that apply toward the student's current degree program. Grades that count negatively against successful completion rates include I, W, WF, and F.
- Grades of D+, D, or D- that do not count toward successful completion of required competency courses and thus must be repeated, also do not count toward successfully completed courses.
- Successful completion of all program requirements must be accomplished within 150% of the normal length of the program as measured in credits attempted toward the program. Credits accepted in transfer toward the program are included as attempted and earned credits in determining the maximum timeframe.
- Repeated courses count negatively against successful completion rates.

If at any point during the program, the institution determines that the student will not be able to successfully complete all program requirements at the conclusion of 150% of the normal length of a program as measured in credits, he or she will be dismissed from the University.

Satisfactory Academic Progress Review and Evaluation

Satisfactory Academic Progress (SAP) is reviewed at regular SAP increments. Students are evaluated against both qualitative and quantitative standards at the

conclusion of a SAP increment. After each evaluation, students who do not meet SAP standards will be notified in writing. Students who have an outstanding incomplete grade at the time of SAP review may not be allowed to continue until the incomplete grade is successfully completed.

SAP increments will be adjusted to coincide with the payment period. Please note any of the following activities may have an impact on the student's payment period which will result in a SAP review that may not be congruent with the standard SAP increment:

- Changing program of study;
- Returning to the University after being officially or unofficially withdrawn;
- Earning letter grades in competency courses that are considered unsuccessful for fulfillment of competency requirements;
- Repeating coursework in which a passing grade was earned;
- Returning after being out of attendance over 180 days;
- Completing courses which do not apply to the student's program of study; and/or
- Taking courses concurrently.

Additionally, if it is determined that the SAP review did not align with the Financial Aid Payment Period, SAP will be reevaluated to coincide with the Financial Aid Payment Period and could affect the outcome of a previous SAP review.

Academic and Financial Aid Warning

Students who do not meet the minimum requirements for making satisfactory academic progress at the time of evaluation are placed on Academic and Financial Aid Warning for the following SAP increment.

Students are given up to one SAP increment to meet the requirements for satisfactory academic progress. All coursework earned after the period during which the student did not meet satisfactory academic progress is counted as a part of the Academic and Financial Aid Warning period. Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Academic and Financial Aid Warning. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

At the conclusion of the Academic and Financial Aid Warning period, students who do not meet the

requirements for satisfactory academic progress will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the *Appeal of Academic Dismissal* policy in this section of this *Catalog*.

Academic and Financial Aid Probation

Students who have been granted an appeal for readmission after dismissal following a period of Academic and Financial Aid Warning, are placed on Academic and Financial Aid Probation for the following payment period.

Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Academic and Financial Aid Probation. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

At the conclusion of the Academic and Financial Aid Probation period, students who do not meet the requirements for satisfactory academic progress will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the *Appeal of Academic Dismissal* policy in this section of this *Catalog*.

Probation-Academic Plan

Students who are approved by the Appeals Committee for re-admission after dismissal following a period of Academic and Financial Aid Probation, after a period on Probation-Academic Plan or after dismissal due to exceeding the maximum time frame are placed on Probation-Academic Plan, and are required to meet specific academic requirements outlined in writing in an academic plan from the Registrar's Office. Students are provided with an academic plan to assist the student in meeting regular SAP requirements within a specific period of time. Students may be limited in the number of courses for which they are scheduled while on Probation-Academic Plan. It is the student's responsibility to adhere to the academic plan.

Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Probation-Academic Plan. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

Students will be placed on Probation-Academic Plan for the first payment period/SAP increment while on the

academic plan. Students on Probation-Academic Plan are reviewed against the progression requirements outlined in the academic plan. Students who are not meeting plan requirements at the time of review will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the *Appeal of Academic Dismissal* policy in this section of this *Catalog*.

Appeal of Academic Dismissal

Students who have been dismissed from the University for failure to meet satisfactory academic progress requirements or the consecutive unsuccessful grades policy may appeal to be re-admitted to the University. Students must appeal in writing to the University Registrar. The appeal must be submitted to academic.progress@ashford.edu or electronically via the online *SAP Appeal* form or the *Unsuccessful Grades Dismissal Appeal* form and approved prior to enrollment in any future courses. Additionally, the student's appeal letter must include:

- a reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student;
- compelling evidence that they have the ability to demonstrate satisfactory academic progress and to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during the period of absence; and
- a plan for completion of the coursework required to meet satisfactory academic progress during the following payment period.

Appeals are evaluated by an Appeals Committee made up of the University Registrar or designee, and representative from Academic Affairs. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

The passage of time does not substantiate eligibility for readmission or appeal for readmission, however, students who have experienced mitigating circumstances and have been dismissed from the University for failure to meet satisfactory academic progress requirements or the consecutive unsuccessful grades policy, and have been denied re-admission after an appeal, may submit another appeal to be readmitted after one or more years have elapsed since their last appeal. The appeal must meet the criteria outlined previously and the student must present compelling evidence that they have the ability to demonstrate satisfactory academic progress and to succeed in an academic program due to changed circumstances,

experience, and/or successful completion of college level credits since the last appeal was submitted.

General Transfer Credit Provisions and Limitations

Students are responsible for reviewing their scheduled courses with their Student Advisor and informing him or her of any courses that they believe are duplicative or equivalent in content to previously completed coursework or nontraditional learning. Students may submit official transcripts to Ashford University for review of transfer credits at any time. However, transfer credit and/or nontraditional credit is not retroactive. Credits submitted and evaluated will not be accepted if they are duplicative of course work already earned at Ashford University, through transfer of credit, or nontraditional credit. Students are fully responsible for any charges for duplicative coursework taken at Ashford University.

Ashford University's Registrar's Office maintains records of all previous education and training obtained from students as part of the initial transfer credit evaluation at enrollment. Any additional evaluation requested by students following enrollment is also maintained. The outcomes of all transfer credit evaluations completed are communicated to students along with the resulting shortened program of study, where applicable, as shown in their Student Portal.

Ashford University will provide an unofficial pre-evaluation of transfer credit upon request of the student and submission of unofficial transcripts. This service is intended to assist the student in determining how many transfer credits are likely to apply to an Ashford University degree and if transfer credit is equivalent to Ashford University courses prior to submission and evaluation of official transcripts. Pre-evaluation of transfer credit prior to the submission of official transcripts is NEVER a guarantee that a certain number of transfer credits will officially apply toward the student's specific degree program.

Once official transfer credit evaluation is completed, students are responsible for reviewing their degree progress reports and notifying their Student Advisors of any perceived discrepancies between credits completed and credits applied in transfer.

Duplication: It is the student's responsibility to ensure that transfer credits, nontraditional learning, and/or Ashford University coursework do not duplicate previous credit earned. A student may not earn credit by examination, nontraditional learning or transfer credits in an area in which he or she has completed an equivalent course/exam or a course of a similar level. Degree-seeking students should work with their Student Advisor to determine if

coursework will fit into their academic plan and not duplicate previous credit awarded.

Regression: It is the student's responsibility to ensure that transfer credits, nontraditional learning, and/or Ashford University coursework is not considered regression from previous credit earned. A student may not earn credit by examination, nontraditional learning or transfer credits in an area in which would be considered regression from previous courses/exams he or she completed. A student may not take Ashford University coursework in an area in which he or she has already completed a course that is more advanced in content level. Degree-seeking students should work with their Student Advisor to determine if coursework will fit into their academic plan and not be considered regression from previous credit awarded.

Applicants and/or students who have questions concerning their transfer credit evaluation and/or official degree progress report should contact their Student Advisor to discuss their concerns. Students requesting re-evaluation of specific transfer credits will be directed to the *Transfer Credit Appeal* form in the Student Portal at www.ashford.edu and are required to submit course descriptions and/or syllabi for the previous courses to be reviewed by the Office of the Registrar.

Transfer credits will be officially evaluated, based on review of official transcripts by the Office of the Registrar, in terms of curriculum. Courses similar in content and level will be accepted as equivalents to University courses based on the following criteria along with any program specific criteria:

- Transfer credits must carry college level academic credit (generally, 100-level or higher). Remedial or developmental course credit is not transferable into a program of study.
- Credits must have been earned with grade of "C-" or better from regionally accredited and approved nationally accredited colleges or universities. Transfer credits will generally be evaluated from each college or university independently.
- Credits from international institutions will be accepted based on a detailed evaluation from an approved evaluation service.
- Transfer credit may not be granted when it duplicates college credit previously earned. Credit will not be given for the same learning twice.
- Unless special conditions exist, upper-division courses will not be considered equivalent or duplicative of lower-division courses.
- No general age limit on transfer credit from regionally accredited and approved nationally accredited institutions, with possible exceptions in

subject areas where there has been significant change. Requirements are noted in specific degree/major requirements.

- Graduate-level credits cannot be applied to undergraduate degrees.
- A quarter credit hour taken in transfer will be equated to two-thirds of a semester hour. When quarter credits are used as equivalencies to General Education requirements, the difference in required credits must be earned through completion of coursework necessary to achieve the total required credits for graduation. For example: A 3-quarter-credit course may be accepted as meeting General Education core or competency requirements but will equate to 2.00 credits applied towards that requirement. Therefore, one additional credit of coursework will be needed to meet General Education graduation requirements. A minimum of 5 quarter credits in Natural Science is required to meet the General Education Science requirement, if a laboratory component is included. If not, the equivalent of 6 semester credits, without a laboratory component, is required.
- Limitations on the number and type of transfer credits accepted are set by each Ashford University degree program.
- EXP 105, an introductory course, may be waived in certain circumstances. Please see *Bachelor's Program Course Sequencing* policy in this section of the *Catalog*.
- Capstone courses must be taken at Ashford University. Students may not use transfer credits or nontraditional credits to waive capstone course requirements, with the exception of GEN 499 General Education Capstone, in certain circumstances. Refer to *General Education Capstone* in the *General Academic Information and Policies* section of this *Catalog*.

Nationally accredited institutions granted accreditation by the following accrediting agencies will be considered in transfer:

- Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission (AARTS);
- Association of Biblical Higher Education (ABHE, formerly known as AABC);
- Accrediting Council for Independent Colleges and Schools (ACICS, formerly known as AICS or CCAACICS);
- Association of Theological Schools in the United States and Canada, Commission on Accrediting (ATS);

- Distance Education Accrediting Commission (DEAC, , formerly known as DETC and NHSC); and
- Transnational Association of Christian Colleges and Schools, Accreditation Commission (TRACS).

Credits from the following institutions will be considered for transfer for Ashford University Non-Competency General Education requirements if the course in transfer holds a grade of "C-" or higher and is equivalent to at least three semester credits. All other transfer courses from the following institutions will be considered as fulfilling elective credit requirements in Ashford University programs.

- Council on Occupational Education (COE, formerly known as SACS-COEI);
- Accrediting Council for Continuing Education and Training (ACCET);
- Accrediting Bureau of Health Education Schools (ABHES); and
- Accrediting Commission of Career Schools and Colleges (ACCSC)

Credits earned toward a Vocational Diploma/Certificate or Diploma/Certificate will not be considered for transfer, with the exception of a nursing (hospital) diploma.

Credits from any institutions with whom Ashford University has current articulation agreements will be considered for transfer.

Associate of Arts Transfer Credit, Prior Learning Credit, and Nontraditional Credit Provisions and Limitations

- Students in an Associate of Arts program may apply a maximum of 49 credits of combined nontraditional learning and/or transfer credits toward the 67 credits required for an Associate of Arts degree. Students in a 64 credit Associate of Arts program may apply a maximum of 46 credits of combined nontraditional learning and/or transfer credits toward the degree.
- A maximum of 30 nontraditional credits of which a maximum of 15 PLA credits may be applied toward degree completion on a course match basis.
- PLA credit cannot be awarded for a course previously taken with the University when a failing grade was received.
- A maximum of 9 credits with a "D" grade are transferrable into a program of study as long as the student's cumulative overall GPA is 2.0 or above. If students sign an *Authorization to Close File* form, their CGPA cannot be determined therefore, "D" grades cannot be applied. "D" credits cannot be

applied toward the major or toward General Education competencies at any time.

- Students who transfer in General Education courses or transfer from an Ashford Bachelor's program will be required to complete all of the course requirements for an Associate of Arts program, even if the student transfers in 64 credits or more.
- Washington residents may apply a maximum of 16 credits toward an Associate's degree from a combination of prior learning assessment or other nontraditional learning, including national testing programs, or credit recommendation services.
- Georgia residents may apply a maximum of 16 credits toward an Associate's degree from credit by examination and prior learning assessment.

Bachelor's Degree Transfer Credit, Prior Learning Credit, and Nontraditional Credit Provisions and Limitations

- A maximum of 90 credits of combined nontraditional learning, prior learning, and transfer credits may be accepted and applied toward the 120 credits required for a Bachelor's degree.
- Within the 90 credit maximum, a maximum of 75 credits of nontraditional credit, including a maximum of 30 credits of prior learning may be applied toward degree completion. These 75 credits can be any combination of acceptable types of nontraditional credit.
- Within the 75 credit nontraditional maximum, a maximum of nine (9) nontraditional credits may be applied toward the major requirements (including additional majors). Nontraditional credits may also apply up to a maximum of 50% of the requirements for a minor or specialization or 100% of the requirements for a transfer concentration. The content of nontraditional credits must be comparable to the content of the replaced course.
- Nontraditional credit may not be counted toward the residency requirement in a degree program.
- Nontraditional credit may not be granted when it duplicates college credit previously earned. Credit will not be given for the same learning twice.
- Nontraditional credit is posted to the transcript as credit earned (i.e., without a grade), and does not affect a student's grade point average.
- PLA credit cannot be awarded for a course previously taken with the University when a failing grade was received.
- A maximum of 9 credits with a "D" grade are transferable into a program of study as long as the

student's cumulative overall GPA is 2.0 or above. If students sign an *Authorization to Close File* form, their CGPA cannot be determined therefore, "D" grades cannot be applied. "D" credits cannot be applied toward the major or toward General Education competencies at any time.

- Maximum allowance of six (6) credits may be accepted for software applications courses.
- Unless special conditions exist, upper-division courses will not be considered equivalent or duplicative of lower-division courses.
- Credits earned from a regionally or approved nationally accredited institution as part of an Associate degree where a student earned a 2.0 cumulative GPA or higher are accepted as fulfilling all General Education and competency requirements of a Bachelor's program*, with the exception of EXP 105 (introductory course) and the General Education Capstone, if one of the two subsequent conditions is satisfied:
 - The student meets the General Education requirements for Bachelor degrees offered through state universities in which the college granting the Associate degree resides; OR
 - The transfer credits have been evaluated and deemed acceptable by the University Registrar's Office.

*This does not constitute a waiver of any course required to earn a particular major.

- Associate of Applied Science (AAS) degrees will not be accepted as fulfilling the General Education or competency requirements. Credits earned in an AAS degree or a certificate program will be evaluated on an individual basis for application toward the Bachelor's degree. Courses taken that are similar to those taken in an Associate of Arts or Associate of Science degree program will be accepted in transfer.
- Washington residents may apply a maximum of 30 credits toward a Bachelor's degree from any combination of prior learning assessment or other nontraditional learning, including national testing programs, or credit recommendation services.
- Georgia residents may apply a maximum of 30 credits toward a Bachelor's degree from credit by examination and prior learning assessment.

Nontraditional Credits

Ashford University recognizes the uniqueness of each student's experience and realizes that learning takes place in a variety of environments. Nontraditional credits can be awarded in three ways: through national testing programs,

through national credit recommendations, and through prior learning assessment. National testing programs include AP: Advanced Placement, Berlitz, CLEP: College Level Examination Program, DSST: DANTES Subject Standardized Tests, Excelsior: UExcel, IB: International Baccalaureate and TECEP: Thomas Edison College Examination Program. National credit recommendations include ACE: American Council on Education, and National CCRS: National College Credit Recommendation Service. Prior learning assessment includes Sponsored Professional Training and Experiential Essays. National testing programs and national credit recommendations should be transferred in through the Registrar's Office. All Prior Learning submissions should be processed by the Prior Learning Assessment Department. Please review the *Nontraditional Credit Provisions and Limitations* sections for additional information regarding nontraditional credits.

Prior Learning Assessment (PLA)

The Ashford University Prior Learning Assessment program allows students pursuing an Associate's or a Bachelor's degree the opportunity to earn credit for college-level learning that occurs outside a traditional classroom setting. The program complies fully with the Council for Adult and Experiential Learning (CAEL) standards for excellence. Credit will only be awarded in areas that fall within the regular curricular offerings at Ashford University.

Students may earn credit through the Prior Learning Assessment program in two ways:

Through Sponsored Professional Training: Students may participate in the Sponsored Professional Training component of PLA by providing the following documentation:

- Evidence of successful completion (i.e., official certificate or letter)
- Evidence of length of course (number of contact hours)
- Evidence of course content (i.e., syllabus or handouts)
- Contact information for course instructor/work supervisor (current phone/email)
- Credit Rationale Paper for each submission/topic

Ashford University faculty will evaluate the submission of Sponsored Professional Training for evidence of college-level learning. Applicable fees for evaluation of Sponsored Professional Training are listed in the *Financial Information* section of this *Catalog*. Payment for evaluation is charged per credit submitted for evaluation and does not guarantee that credit will be awarded. PLA

credit cannot be awarded for a course previously taken with the University when a failing grade was received.

Through Experiential Learning: Students may participate in the experiential learning component by first enrolling in the experiential learning course, EXP 200 Fundamentals of Adult Learning. EXP 200 is a 3-credit elective course, and per-credit tuition is charged at the regular rate outlined in the current tuition and fee schedule in the Financial Information section of this *Catalog*. Upon successful completion of EXP 200, students may submit one or more experiential essays for review. Ashford University faculty will evaluate the experiential essay submission for evidence of college-level learning applicable to the student's Ashford University degree program. Additional charges apply per evaluation submitted, as outlined in the tuition and fee schedule in the *Financial Information* section of this *Catalog*. Payment for evaluation is charged per essay submitted for evaluation and does not guarantee that credit will be awarded.

Students may participate in one or both PLA components depending on their experience, background, and need.

Prior Learning Assessment credit awarded at another regionally or approved nationally accredited institution may be transferred to Ashford University with the approval of the Ashford University Registrar and the Department of Prior Learning Assessment, if the content area falls within the regular curricular offerings of Ashford University. In order to be applied toward an Ashford University degree, transcript records must include PLA subject area and/or content information. Students may also be required to submit the original PLA documentation. Such transfer credit counts toward the nontraditional credit maximum applicable in a degree program.

Prior Learning Assessment applies to students pursuing Associate's or Bachelor's degrees. It does not apply to students pursuing a graduate degree or non-degree seeking students. To be eligible for PLA, undergraduate students must be fully admitted, satisfy the English Proficiency requirement, and successfully complete their first course at Ashford. Additionally,

- Prior Learning Assessment credit may be applied to an Associate of Arts program on a course match basis only;
- PLA cannot be used to waive EXP 105, or a Capstone course; and,
- Prior learning assessment credit may or may not be transferable. It is the student's responsibility to find out if credits will transfer to an institution that the student may plan to attend in the future.

Students who have formally completed the PLA process but disagree with the final credit decision may be eligible to appeal. Please contact the Department of Prior Learning

Assessment to discuss the appeal process. Please read the *Nontraditional Credit Provisions and Limitations* for more information in this section of the *Catalog*.

Articulation Agreements

Ashford University enters into articulation agreements with other schools in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. The purpose of an articulation agreement is to enable students transferring to Ashford University to carry with them the credit they have already earned for as much relevant study as possible. Students who transfer under the terms and conditions of a valid articulation agreement are subject to the requirements outlined by the articulation agreement and *Ashford University Academic Catalog* at the time the student is enrolled into his or her Ashford University program. A list of schools with which Ashford University has established articulation agreements, terms of articulation and transfer guides outlining all articulated courses by degree program can be found on Ashford University's website at www.ashford.edu/admissions/community_colleges.htm.

Associate's Program Academic Policies

General Education Courses in Associate's Programs

While the General Education courses in each Associate degree program are recommended, Associate's students may speak with their Student Advisor if they would prefer to take a different 100 to 200-level General Education course. This policy does not apply to core courses in the Associate degree program.

Residency Requirements in Associate's Programs

Students enrolling into an Associate of Arts degree program must successfully complete a minimum of eighteen (18) credits of Ashford University courses and all other program requirements for degree completion. Credits earned through Prior Learning Assessment are not included in the 18-credit calculation. Students are not required to complete their final course toward degree completion at Ashford University.

Progression Requirements in Associate's Programs

Associate of Arts students will be required to successfully complete an online orientation prior to enrolling in credit-bearing coursework as outlined in the *Admission Policies and Procedures for Associate of Arts Degree Programs*.

Following successful completion of orientation, students are required to successfully complete EXP 105 Personal Dimensions of Education as their first course. Unsuccessful completion of EXP 105 will result in the rescheduling of the course and revision of future course sequence. EXP 105 satisfies an Associate of Arts core program requirement and cannot be replaced or waived by transfer credit. Associate of Arts students will be registered, per the program of enrollment indicated on their Admissions Application, for the full Associate of Arts program course sequence.

Students may request changes to course registration in writing to their Enrollment Services Advisor, University Advisor or Student Advisor and should include any appropriate supporting documentation. It is the student's responsibility to inform his or her Enrollment Services Advisor/University Advisor and Student Advisor, in writing, of potential equivalent transfer courses and to provide appropriate supporting documentation prior to each course start date.

Bachelor's Program Academic Policies

Residency Requirements in Bachelor's Programs

At least 30 credits included in the degree must be Ashford University credits. Credits earned through Prior Learning Assessment are not included in the 30-credit calculation. Students are not required to complete their final course toward degree completion at Ashford University.

Progression Requirements for Bachelor's Programs

To ensure a framework for success, and to make certain students have built the necessary skills to recognize the complex subject matter inherent in major coursework, Bachelor degree-seeking students are eligible to be enrolled in major coursework once the following requirements are met. Students must successfully meet:

- Any introductory course requirements;
- The English Proficiency requirement;
- The General Education Information Technology Competency; and
- The Communication Competencies I & II.

Students who meet all progression requirements will be allowed to take approved 100 or 200 level courses in their respective majors (if applicable), as long as they are taken in the prescribed order and meet all prerequisite requirements. Once students meet the above requirements

and successfully earn at least 30 credits, they will be allowed to take 300 or 400 level major courses, as long as they are taken in the prescribed order and meet all prerequisite requirements.

Bachelor's Program Course Sequencing

All Bachelor's program students are required to successfully complete EXP 105 Personal Dimensions of Education as their first course. Students with zero (0) traditional college-level transferable credits are also required to successfully complete an online orientation prior to enrolling in credit-bearing coursework as outlined in the *Admission Policies and Procedures for Online Bachelor's Degree Programs*. Following successful completion of orientation, students are required to successfully complete EXP 105. Unsuccessful completion of EXP 105 will result in the rescheduling of the course and revision of future course sequence. A minimum grade of C- is required to successfully complete the course. EXP 105 is considered an introductory course requirement and cannot be replaced or waived by credit in transfer, unless a student provides proof of one of the following:

- 90 credits of lower-division transfer credits that are applicable to the student's chosen degree program prior to initial program enrollment;
- A previously earned Bachelor's degree at Ashford University, or from a regionally or approved nationally accredited institution; or
- A Bachelor's degree from a country other than the United States that has been evaluated by an approved evaluation service, and accepted by Ashford University as equivalent to a Bachelor's degree in the United States.

Students who have not previously completed the coursework applicable to the Ashford University General Education requirements, and have not fulfilled the Bachelor's progression requirements, will generally be enrolled in the General Education course sequence or in specific General Education courses required for degree completion and then progress into their appropriate major course sequence. Students who do not wish to take any or all of the General Education course sequence through Ashford University must generally fulfill the Bachelor's progression requirements and contact their Student Advisor to request a schedule change in order to begin major coursework.

Students may request changes to course registration by contacting their Enrollment Services Advisor, University Advisor, or Student Advisor and should include any appropriate supporting documentation. It is the student's responsibility to inform his or her Enrollment Services Advisor/University Advisor and Student Advisor of

potential equivalent transfer courses and to provide appropriate supporting documentation prior to each course start date.

The following General Education course sequence is the standard for the University. On occasion, courses may be substituted to satisfy specific General Education requirements.

General Education Course Sequence:

- EXP 105 Personal Dimensions of Education (3 credits) (introductory course)
- PSY 202 Adult Development & Life Assessment (3 credits)
- ENG 121 English Composition I (3 credits)
- INF 103 Computer Literacy (3 credits) OR GEN 103 Information Literacy (3 credits)
- ENG 122 English Composition II (3 credits)
- COM 200 Interpersonal Communication (3 credits)
- ENG 125 Introduction to Literature (3 credits)
- ENG 225 Introduction to Film (3 credits)
- PHI 103 Informal Logic (3 credits)
- PHI 208 Ethics & Moral Reasoning (3 credits)
- SOC 120 Introduction to Ethics & Social Responsibility (3 credits)
- POL 201 American National Government (3 credits)
- HIS 206 United States History II (3 credits)
- ANT 101 Introduction to Cultural Anthropology (3 credits)
- SCI 207 Dependence of Man on the Environment (4 credits)
- MAT 221 Introduction to Algebra (3 credits)
- MAT 222 Intermediate Algebra (3 credits)
- GEN 499 General Education Capstone (3 credits)
Capstone prerequisite: Completion of a minimum of 75 credits

Transfer Concentration Guidelines for Bachelor's Programs

Transfer concentrations are intended for Bachelor's students who have experience and/or extensive transfer credit coursework in a field of study at the time of admission.

Students must petition for a transfer concentration in a defined subject area and submit a minimum of twelve (12) credits of coursework before approval is granted. In rare cases, a student with some transfer coursework completed in a given subject area may petition to the University

Registrar's Office, after admission, to complete part of a concentration through Ashford University coursework.

- Transfer concentrations generally will not be approved in fields of study that lead to licensure or certification.
- Transfer credits will only be applied toward the required coursework in applicable majors if the student has maximized all other transfer credit possibilities within the Bachelor's degree and has otherwise earned enough upper-division credits to meet program requirements. Otherwise, transfer concentration coursework will be applied toward elective credit.
- A student can earn more than one transfer concentration as long as each transfer concentration has at least six credits that do not apply to another concentration or major.
- Students earning transfer concentrations with substitutions against major coursework are not exempt from the minimum requirement for earning thirty (30) upper-division credits.

SMART Track Program Requirements for Bachelor's Programs

Students enrolled in an Ashford University Bachelor's degree program may be eligible to enroll in up to six (6) credits (nine (9) applicable credits for the MACC, MBA, MPA or MSCJ programs) of graduate-level coursework toward their Bachelor's degree and accelerate completion of a Master's degree with Ashford University.

Bachelor's Program Stipulations and Requirements for Enrolling and Applying Master's-Level Coursework

- Students in a Bachelor's-level program offered at Ashford University may attempt up to six (6) Master's-level credits* offered at Ashford University to satisfy elective requirements in their Bachelor's program.
- Bachelor's-level tuition applies to any AU Master's-level coursework attempted as part of the Bachelor's program. Students are limited to six (6) attempted credits* at the Bachelor's-level tuition rate (AU Military Grant rates are applicable for students who qualify). Financial aid is also awarded at the Bachelor's-level.
- Students are not permitted to retake Master's-level courses attempted while enrolled in a Bachelor's program. Only one attempt per Master's course is permitted at the undergraduate-level (W and WF grades included).

- Master's-level coursework attempted as part of a Bachelor's program is applied toward the Bachelor's-level cumulative grade point average (CGPA).
- Enrollment in the Master's degree program begins after an applicant has been formally admitted to the program by submitting an application indicating an earned Bachelor's degree. Students are subject to the academic requirements that are in effect at the time of enrollment in the Master's degree program. Any Master's degree requirements that have been satisfied by coursework taken as part of the SMART Track will be considered fulfilled.
- Unless otherwise stipulated by program, the graduate-level coursework will apply toward elective credit requirements.
- Master's-level courses taken while enrolled in a Bachelor's program will count toward the upper division credit requirement.
- Graduate-level courses are normally six (6) weeks in length; therefore enrollment may extend graduation dates and may delay financial aid disbursement timing.
- Graduate-level courses are graded as follows: A, B, C, F, W, WF, or I. Plus, Minus, and D grades are not awarded in graduate-level coursework.
- Students may not apply more than 9 credits of graduate coursework to their Bachelor's degree program.

SMART Track Courses

Specific graduate-level courses for which Bachelor's students are eligible to enroll may be stipulated by each Master's degree program. The following courses have been designated by program for SMART Track student enrollment. Enrollment in any courses other than those subsequently designated must be approved by the appropriate Dean, University Provost or designee.

Master of Accountancy

- BUS 600 Management Communications with Technology Tools (3 credits)
- ECO 610 Global Economics (3 credits)
- *BUS 591 Financial Accounting & Analysis (3 credits)

Master of Arts in Education

- EDU 650 Teaching, Learning & Leading in the 21st Century (3 credits)
- EDU 692 Creativity, Culture, & Global Contexts in Education Decision Making (3 credits)

Master of Arts in Health Care Administration

- MHA 601 Principles of Health Care Administration (3 credits)
- MHA 622 Health Care Ethics & Law (3 credits)

Master of Arts in Organizational Management

- BUS 600 Management Communications with Technology Tools (3 credits)
- BUS 610 Organizational Behavior (3 credits)

Master of Arts in Psychology

- PSY 600 Introduction to Graduate Study in Psychology (3 credits)
- PSY 605 Developmental Psychology (3 credits)

Master of Arts in Special Education

- ESE 601 Introduction to Students with Exceptionalities in the School Setting (3 credits)
- ESE 603 Law & Ethics in Special Education (3 credits)

Master of Arts in Teaching and Learning with Technology

- EDU 648 Teaching & Learning with Technology (3 credits)
- EDU 652 Instructional Design & Delivery (3 credits)

Master of Business Administration

- BUS 600 Management Communications with Technology Tools (3 credits)
- BUS 610 Organizational Behavior (3 credits)
- *BUS 591 Financial Accounting & Analysis (3 credits)

Master of Public Administration

- BUS 600 Management Communications with Technology Tools (3 credits)
- BUS 610 Organizational Behavior (3 credits)
- *BUS 599 Introduction to Quantitative Principles (3 credits)

Master of Science in Criminal Justice

- *CRJ 501 Criminal Justice, Criminal Law & the Constitution (3 credits)
- CRJ 510 Criminal Justice Policy & Theory (3 credits)
- CRJ 512 Criminological Theory (3 credits)

*Otherwise eligible students enrolled in a Bachelor's degree program who plan to apply to the Ashford University MACC or MBA program may take BUS 591 for an additional three (3) elective credits for a total of nine (9) Master's level credits to satisfy appropriate Bachelor's degree requirements and this prerequisite

course to the MACC or MBA program. Students who plan to apply to the Ashford University MPA program may take BUS 599 for an additional three (3) elective credits for a total of nine (9) Master's level credits to satisfy appropriate Bachelor's degree requirements and this prerequisite course to the MPA program. Students who plan to apply to the Ashford University MSCJ program may take CRJ 501 for an additional three (3) elective credits for a total of nine (9) Master's level credits to satisfy appropriate Bachelor's degree requirements and this prerequisite course to the MSCJ program.

SMART Track Student Eligibility

Students must meet the following criteria in order to take Master's-level coursework in a Bachelor's program:

- Must be a senior-level student with 108+ credits earned toward a Bachelor's degree at Ashford University. Students may be pre-qualified and enrolled in SMART Track courses when 105 credits are earned in anticipation of 108 credits completed prior to beginning SMART Track coursework.
- Must have a 2.75 or higher cumulative GPA to begin a Master's-level course.
- Must meet any prerequisite coursework requirements for each course.
- Must indicate to their Student Advisor that they plan to apply for admission to a specific Master's degree program at Ashford University upon completion of the Bachelor's degree, and request the courses through their Student Advisor.
- Must be in good financial standing at Ashford University.
- Students must complete a *SMART Track Request* form.

Applying Coursework Taken at Bachelor's Level to Ashford University Master's Programs

Students who graduate from an Ashford University Bachelor's program may apply up to six (6) applicable Master's level credits (or nine (9) applicable credits for the MACC, MBA, MPA, or MSCJ programs) earned as part of their Bachelor's program to an Ashford University Master's program. In order to be applied toward completion of an Ashford University Master's program, courses taken at the Bachelor's level must be:

- Applicable to the specific Ashford University Master's program in which the student enrolls.
- Students are encouraged to complete the graduate level course with a "B" or higher. *Grades earned in Master's level courses completed as part of an*

undergraduate program will be calculated into the graduate-level cumulative grade point average (CGPA).

Students who have successfully completed BUS 591 as part of their Bachelor's degree program with a grade of "C" or higher have also satisfied this prerequisite in the MBA.

Students who have successfully completed BUS 599 as part of their Bachelor's degree program with a grade of "C" or higher have also satisfied this prerequisite in the MPA.

Graduation Requirements for Bachelor's Degrees

To be eligible for a Bachelor's degree, a student must successfully accomplish the following:

- Completion of the General Education requirements, including competencies;
- Completion of a minimum of 120 total credits, including a minimum of 30 credits of upper-division courses and 18 credits of upper-division coursework in the major;
- Completion of all required major, minor, and specialization course requirements;
- Minimum cumulative grade point average of 2.00 in all coursework attempted at the University (a cumulative grade point of 2.50 is required for major coursework taken at Ashford University in the Bachelor of Science in Health Information Management and the Bachelor of Science in Nursing); and
- Minimum of 30 credits earned toward a Bachelor's degree must be completed at the University as a matriculated student (residency requirement).

Note: The date of degree conferral recorded on the student's transcript and diploma will reflect the date the student completes all academic degree requirements. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon submission of the Petition to Graduate form, payment of the graduation fee, and payment of any outstanding balances with the University.

Programs will be noted on the transcript as shown on the program heading. Programs with transfer concentrations or specializations are also noted on the transcript.

Forbes School of Business: Undergraduate Programs and Requirements

Bachelor of Arts in Accounting

Students pursuing the Accounting major at the University will develop the necessary analytical, conceptual, technical knowledge and proficiency in accounting. The curriculum will enable students to better understand the internal and external business environment through study in business administration, economics, and quantitative methods. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obaa.

Special Terms and Conditions: Successful completion of this program by itself does not qualify a student to sit for the Certified Public Accountant (CPA) examination. All prospective students are advised to contact individual state boards of accounting for additional information relating to licensure requirements (e.g., education and work experience and any potential restrictions, such as prior criminal convictions) prior to enrolling. A list of state accounting boards is available here:

www.nasba.org/stateboards/. Prospective students are also advised to regularly review the state's policies and procedures relating to licensure as those policies are subject to change.

Additionally, students may wish to seek a Certified Management Accountant designation. Information on the CMA exam can be found at their website (www.imanet.org). Students are advised that a degree program is different from an exam preparation course and they may need more education in addition to work experience in order to successfully pass the examination.

Program Outcomes

Accounting major graduates will be able to:

1. Demonstrate fundamental accounting principles and procedures;
2. Employ technology tools related to the area of accounting;
3. Analyze alternatives to complex accounting problems;
4. Integrate accounting and finance information in business decision making; and
5. Analyze the legal, regulatory and ethical issues in the practice of accounting.

Program Requirements

Total number of credits required: 120 credits
Introductory Course Requirement: 3 credits
General Education Requirements: *52 credits
Major Course Requirements: *42 credits
Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 3 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (42 credits)

- ACC 205 Principles of Accounting I (3 credits)
- ACC 206 Principles of Accounting II (3 credits) *Prerequisite: ACC 205*
- ACC 308 Accounting Information Systems (3 credits)
- ACC 305 Intermediate Accounting I (3 credits) *Prerequisite: ACC 206*
- ACC 306 Intermediate Accounting II (3 credits) *Prerequisite: ACC 305*
- ^BUS 308 Statistics for Managers (3 credits)
- *ECO 204 Principles of Microeconomics (3 credits)
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- ACC 310 Cost Accounting I (3 credits) *Prerequisite: ACC 206*
- ACC 380 Accounting for Not-For-Profit Organizations (3 credits) *Prerequisite: ACC 206*
- BUS 311 Business Law I (3 credits)
- ACC 401 Federal Income Taxes I (3 credits) *Prerequisite: ACC 205*
- ACC 407 Advanced Accounting (3 credits) *Prerequisites: ACC 306 and ACC 310*
- ACC 410 Auditing (3 credits) *Prerequisites: ACC 306, ACC 310, GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking these courses.

Please note, student who have successfully completed ACC 201 and/or ACC 202 at the Associate's level will be

waived from ACC 205 and/or ACC 206 respectively at the Bachelor's level.

Bachelor of Arts in Business Administration

The BA in Business Administration will provide students with the technical knowledge, critical thinking skills, and the ability to communicate ideas in a collaborative environment. Graduates will be equipped with a practical understanding of these and other important business concepts and skills. Ashford University takes great pride in ensuring that students are challenged to open their minds to new ways of thinking and problem solving. The BA in Business Administration degree will assist students in meeting both personal and professional goals. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obaba.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Business Administration major graduates will be able to:

1. Collaborate to achieve team goals;
2. Develop an awareness of their leadership style;
3. Evaluate a situation and apply an effective leadership style;
4. Use technology tools related to their area of emphasis;
5. Manage change within a dynamic business environment; and
6. Create a strategic business plan.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 29 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 9 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- *CGD 218 Visual Literacy in Business (3 credits)
- MGT 330 Management for Organizations (3 credits)
- BUS 330 Principles of Marketing (3 credits)
- MGT 415 Group Behavior in Organizations (3 credits)
- MGT 435 Organizational Change (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ACC 206 Principles of Accounting II (3 credits) *Prerequisite: ACC 205*
- BUS 311 Business Law I (3 credits)
- *ECO 203 Principles of Macroeconomics (3 credits)
- ECO 204 Principles of Microeconomics (3 credits)
- BUS 303 Human Resource Management (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- *PHI 445 Personal & Organizational Ethics (3 credits)
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- BUS 402 Strategic Management & Business Policy (3 credits) *Prerequisites: BUS 201 or MGT 330; ACC 205, ECO 203 or ECO 204; GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking these courses.

Transfer Concentration Option

Students may add a transfer concentration to the BA in Business Administration program by transferring in 12 applicable credits in one of the following areas:

- Business Management
- Marketing
- Accounting
- Finance
- Hospitality Management
- Retail Management
- Computer Science Studies

Transfer concentrations are intended for students who have experience and/or extensive transfer credit coursework in a field of study at the time of admission to the program. The following major courses are designated for substitution with concentration coursework, where appropriate: BUS 303, MGT 415, MGT 435, and PHI 445. For additional details, see *Transfer Concentration Guidelines* in this section of the *Catalog*.

Bachelor of Arts in Business Economics

The Bachelor of Arts in Business Economics links the fields of economics and business to provide students with an understanding of the theoretical and practical approaches of economics while preparing graduates for employment in a continually changing global and technologically innovative business environment. It prepares students for employment in a variety of business fields, particularly finance, banking, business management, and government service. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obabe.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Business Economics major graduates will be able to:

1. Assess business facts and interpret them consistent with economic thinking;
2. Understanding of how decision makers allocate scarce resources to achieve economic efficiency;
3. Apply economic tools to analyze decisions made by consumers, firms, and policy makers; and
4. Integrate economic models to analyze the impact of various fiscal monetary, and trade policies on a nation's economy.

Program Requirements

Total number of credits required: 120 credits
 Introductory Course Requirement: 3 credits
 General Education Requirements: *52 credits
 Major Course Requirements: *45 credits
 Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- BUS 311 Business Law I (3 credits)
- *ECO 203 Principles of Macroeconomics (3 credits)
- ECO 204 Principles of Microeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ACC 206 Principles of Accounting II (3 credits)
Prerequisite: ACC 205
- ^BUS 308 Statistics for Managers (3 credits)
- ECO 316 Financial Institutions & Markets (3 credits) *Prerequisite: ECO 100 or ECO 203*
- ECO 320 International Economics (3 credits)
- ^ECO 342 Principles of Econometrics (3 credits) *Prerequisite: BUS 308*
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- *PHI 445 Personal & Organizational Ethics (3 credits)
- BUS 450 International Finance (3 credits)
- ECO 406 Business Cycles & Growth (3 credits) *Prerequisite: ECO 203*
- BUS 402 Strategic Management & Business Policy (3 credits) *Prerequisites: BUS 201 or MGT 330; ACC 205, ECO 203 or ECO 204; GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in Business Information Systems

The Bachelor of Arts in Business Information Systems program enables graduates to understand the interaction, planning, development, and operations of information systems and information sharing within a business or organization. Courses focus on information technology planning, networking, e-business strategies, strategic data utilization, and business management, as well as problem solving and leadership in designing, developing, and

implementing new or existing information systems within businesses and organizations. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obabis.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Business Information Systems major graduates will be able to:

1. Apply analytical, logical, and critical thinking abilities in the development of effective information systems solutions;
2. Evaluate information systems and enterprise solutions appropriate to meet presented business challenges;
3. Compare and contrast the local and global impact of computing on individuals, organizations, providers, and society;
4. Develop alternative information systems solutions appropriate for addressing business problems;
5. Evaluate processes that support the delivery and management of information systems within the business application environment;
6. Apply knowledge to make responsible decisions when addressing professional, ethical, legal, and social issues and responsibilities relevant to the Information Technology discipline; and
7. Employ collaborative team skills to accomplish a common goal.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- *ECO 204 Principles of Microeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- INF 220 IS Principles (3 credits) *Prerequisite: INF 103*
- BUS 311 Business Law I (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- *COM 340 Technical Writing (3 credits)
- **INF 231 Programming Concepts (3 credits) *Prerequisite: INF 103*
- INF 340 Business Systems Analysis (3 credits)
- ***^INF 322 Database Management Systems (3 credits) *Prerequisite: INF 231*
- INF 325 Telecommunications & Networking Concepts (3 credits) *Prerequisite: INF 231*
- BUS 352 e-Business (3 credits)
- INF 410 Project Management (3 credits)
- INF 336 Project Procurement Management (3 credits) *Prerequisite: INF 103*
- MGT 497 Strategic Technology Planning for Organizations (3 credits) *Prerequisites: MGT 330; INF 340; GEN 499*

* Satisfies General Education requirements.

**Please note that some applications in this course may require additional hardware, software, and/or internet connectivity requirements. This includes use of Windows XP with Service Pack 2.0 or higher and broadband Internet access.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in Business Leadership

The Bachelor of Arts in Business Leadership focuses on understanding the skills and knowledge necessary to be an effective leader in business organizations. The program emphasizes theory and practice through a comprehensive curriculum of communications, industrial/organizational psychology, conflict management, organizational behavior, social responsibility, motivation, strategic management, and leadership. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obabl.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Business Leadership major graduates will be able to:

1. Examine the influence of leadership, vision, and strategic planning in a variety of organizations and environments;
2. Assess the process of leading others in environments increasingly characterized by change and complexity;
3. Apply principles of human behavior and motivation to maximize use of human resources;
4. Analyze methods of organization change and development; and
5. Evaluate the most recent tools and concepts emerging in management and leadership.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *39 credits

Electives: 35 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 9 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (39 credits)

- BUS 119 Principles of Personal & Organizational Leadership (3 credits)
- *BUS 250 Corporate & Social Responsibility (3 credits)
- MGT 330 Management for Organizations (3 credits)
- BUS 318 Organizational Behavior (3 credits) Prerequisite: BUS 201 or MGT 330
- *PSY 302 Industrial/Organizational Psychology (3 credits)

- BUS 340 Business Communications (3 credits)
- *COM 325 Communication & Conflict (3 credits)
- MGT 380 Leadership for Organizations (3 credits)
- MGT 425 Leadership & Motivation (3 credits)
- MGT 321 Assessing Leadership Skills (3 credits)
- BUS 370 Organizational Development (3 credits) Prerequisite: BUS 201 or MGT 330 or HCA 459
- MGT 450 Strategic Planning for Organizations (3 credits) Prerequisite: MGT 330
- MGT 460 Leadership Priorities & Practice (3 credits) Prerequisite: GEN 499

* Satisfies General Education requirements.

Bachelor of Arts in Consumer and Family Financial Services

The Bachelor of Arts in Consumer and Family Financial Services program is designed to prepare students for careers in insurance, investments, or family financial advisement. While this program provides students with a comprehensive knowledge of business finance, personal financial planning, investment management, life and health insurance, property and casualty insurance, principles of banking, consumer lending, international finance, financial institutions, and trust operations, it is distinct from a pure corporate finance program due to its focus on individual and personal support. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obacffs.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Consumer and Family Financial Services major graduates will be able to:

1. Analyze and communicate financial information to individual consumers;
2. Assess legal concepts and their application to the individual investor;

3. Evaluate the U.S. banking system and its regulation, examination, and control and the personal account limits of the various regulatory agencies;
4. Assess the role of advisor in the provision of business services to clients;
5. Develop a life-time financial plan;
6. Examine the role of life, health, property, and casualty insurance in business and personal financial planning; and
7. Evaluate various types of investments in terms of their risks and potential returns.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- BUS 215 Personal Financial Management (3 credits)
- BUS 311 Business Law I (3 credits)
- *ECO 203 Principles of Macroeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- SRV 301 Introduction to Service Management (3 credits)
- *PHI 445 Personal & Organizational Ethics (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- ECO 316 Financial Institutions & Markets (3 credits)
- BUS 330 Principles of Marketing (3 credits)
- BUS 323 Risk Management & Insurance (3 credits)
- BUS 342 Financial Planning & Practice (3 credits)
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- BUS 405 Principles of Investments (3 credits)
- ACC 401 Federal Income Taxes I (3 credits)

- BUS 458 Consumer & Family Finance Capstone (3 credits) *Prerequisite: GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking these courses.

Bachelor of Arts in eMarketing

The Bachelor of Arts in eMarketing degree prepares student to compete in areas of advertising, marketing, promotions, public relations, and coordinate the market research, develop marketing strategy, assess sales data, create advertising pieces, promote products or service, initiate pricing policy, participate in product development, and brand management from an e-business perspective. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit

www.ashford.edu/pd/obaem.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

eMarketing major graduates will be able to:

1. Evaluate marketing situations and make informed marketing decisions;
2. Examine the significance of global markets and the universal marketing processes to develop global marketing plans applying alternative media approaches;
3. Apply computer applications used by the e-marketing profession in an e-business solution; and
4. Assess the business as an integrated system including the relations among the functional business areas, and the application long-range planning, implementation and business control systems.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- *CGD 218 Visual Literacy in Business (3 credits)
- BUS 311 Business Law I (3 credits)
- *ECO 204 Principles of Microeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- BUS 330 Principles of Marketing (3 credits)
- BUS 317 Introduction to Advertising (3 credits)
- BUS 336 Marketing Strategy (3 credits)
- BUS 350 Consumer Behavior (3 credits)
- BUS 339 Marketing Research (3 credits)
- BUS 343 International Marketing (3 credits)
- BUS 352 e-Business (3 credits)
- BUS 455 Internet & Social Media Marketing (3 credits) *Prerequisite: BUS 330*
- BUS 497 e-Marketing Capstone (3 credits) *Prerequisite: GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking these courses.

Bachelor of Arts in Entrepreneurship

Business is inherently entrepreneurial in nature but the skill set and knowledge required to be an entrepreneur are different from those required of other business managers. Ashford University's Bachelor of Arts in Entrepreneurship curriculum was designed to help emerging entrepreneurs build successful businesses and harness opportunities. The program takes students through a course of study that educates them in sound business principles, preparing a business plan, and how to finance and manage a small business. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obae.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

Entrepreneurship major graduates will be able to:

1. Assess the risks involved in an entrepreneurial venture;
2. Analyze the impact of the political, legal and ethical environment on entrepreneurial ventures;
3. Analyze emerging issues facing emerging businesses in competitive markets;
4. Integrate the functional areas of business in the strategic planning process; and
5. Construct a business plan for an entrepreneurial venture.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- *PHI 445 Personal & Organizational Ethics (3 credits)
- BUS 303 Human Resource Management (3 credits)
- BUS 311 Business Law I (3 credits)
- BUS 330 Principles of Marketing (3 credits)
- *ECO 204 Principles of Microeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ACC 206 Principles of Accounting II (3 credits)

- BUS 362 Introduction to Entrepreneurship (3 credits)
- BUS 365 Creativity & Innovation (3 credits) *Prerequisite: BUS 362*
- BUS 368 Venture Capital & Banking (3 credits) *Prerequisite: BUS 362*
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- BUS 435 Small Business Ventures (3 credits) *Prerequisite: BUS 362*
- BUS 433 New Business Strategy (3 credits) *Prerequisite: BUS 362*
- BUS 437 Business Plan Development (3 credits) *Prerequisites: BUS 362 and GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in Finance

The Bachelor of Arts in Finance provides students with an understanding of financial analysis, financial management, and financial systems. It prepares students for employment in a variety of business fields including credit manager, trust administrator, financial planning, financial services, banking, real estate, corporate financial management, risk management and insurance, and securities sales and management. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obaf.

Special Terms and Conditions: A degree in finance prepares a student for many different career options. Some of these career options will require holding specific certifications such as Certified Financial Planner, Chartered Financial Analyst or FINRA registration. While a degree program provides a wide background in the finance field, Ashford University does not guarantee that any student is prepared for any certification examination at the completion of their degree. You are encouraged to research the requirements of each organization so that you can see how your education and work experience can help prepare you for the designation you will need.

Program Outcomes

Finance major graduates will be able to:

1. Demonstrate problem solving skills including the ability to analyze business and financial conditions;
2. Apply financial theories to conduct financial analysis;

3. Understand how to measure and achieve the efficiency use of financial resources;
4. Evaluate the political, social, legal, regulatory, and technological issues in the context of micro- and macro-finance; and
5. Understand the business as an integrated system including the relations among the functional areas, and the application long-range planning, implementation and control systems.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 26 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 6 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- BUS 311 Business Law I (3 credits)
- *PHI 445 Personal & Organizational Ethics (3 credits)
- *ECO 203 Principles of Macroeconomics (3 credits)
- ECO 204 Principles of Microeconomics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ACC 206 Principles of Accounting II (3 credits) *Prerequisite: ACC 205*
- BUS 215 Personal Financial Management (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- ECO 316 Financial Institutions & Markets (3 credits) *Prerequisite: ECO 100 or ECO 203*
- BUS 323 Risk Management & Insurance (3 credits)
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- BUS 405 Principles of Investments (3 credits) *Prerequisite: BUS 401*
- BUS 450 International Finance (3 credits)

- BUS 402 Strategic Management & Business Policy (3 credits) *Prerequisites: BUS 201 or MGT 330; ACC 205; ECO 203 or ECO 204; GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in Human Resources Management

The Bachelor of Arts in Human Resources Management degree program is designed for students seeking to acquire a concentration of human resource knowledge within a broad base of business concepts. Students will explore and acquire insights into the relationship between the organization's ability to implement its strategic intent through the HR organization's functional areas like recruitment and selection, training and development, compensation and benefits. All students must complete a capstone requirement which integrates content across the degree program and validates the students' knowledge. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obahrm.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification. Further, a criminal record may prevent an applicant from obtaining licensure, certification, or employment in this field of study.

Program Outcomes

Human Resources Management major graduates will be able to:

1. Evaluate internal and external organizational environments and the impact of their interrelationships on human resource functions;
2. Analyze the process of job analysis, staffing, appraisal and compensation, training, career planning, and organizational development;
3. Examine the interaction among management, labor, and labor law;
4. Assess and develop methods designed to prevent employer liability and labor relation issues (anti-discrimination statutes, employee and labor

relations, union and non-union environment issues); and

5. Analyze the ethical, legal, and safety challenges faced in the workplace.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 23 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 3 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- BUS 303 Human Resource Management (3 credits)
- BUS 318 Organizational Behavior (3 credits) *Prerequisite: BUS 201 or MGT 330*
- *ECO 204 Principles of Microeconomics (3 credits)
- MGT 435 Organizational Change (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- BUS 311 Business Law I (3 credits)
- BUS 330 Principles of Marketing (3 credits)
- BUS 370 Organizational Development (3 credits) *Prerequisite: BUS 201 or MGT 330 or HCA 459*
- BUS 372 Employee & Labor Relations (3 credits) *Prerequisite: BUS 303*
- BUS 375 Employee Training (3 credits) *Prerequisite: BUS 303*
- HRM 400 Human Resource Technology Management (3 credits)
- ^BUS 401 Principles of Finance (3 credits) *Prerequisite: ACC 205 or ACC 208 or ACC 281*
- BUS 434 Compensation & Benefits Management (3 credits) *Prerequisite: BUS 303*
- MGT 490 Strategic Human Resources Planning (3 credits) *Prerequisite: GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in International Business

Business is inherently international in nature and the success or even survival of modern multinational enterprises is largely dependent upon highly skilled business professionals competent in international business practices and strategies. The Bachelor of Arts in International Business degree program provides the essential body of knowledge for students seeking well-defined careers in international business and skills required for professional advancement and business prosperity. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.ashford.edu/pd/obaib.

Special Terms and Conditions: Successful completion of this program by itself does not lead to licensure or certification in any state, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession are strongly encouraged to carefully research the requirements prior to enrollment. Requirements may vary by state. Ashford University does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.

Program Outcomes

International Business major graduates will be able to:

1. Apply basic business practices to resolve international business problems;
2. Assess market globalization factors and typical business strategies for competing in foreign markets;
3. Construct a country strategic risk assessment that includes all the relevant factors for firms operating overseas or thinking of entering new markets;
4. Integrate culturally sensitive concepts into team communication; and
5. Analyze emerging issues facing countries or businesses in international markets.

Program Requirements

Total number of credits required: 120 credits

Introductory Course Requirement: 3 credits

General Education Requirements: *52 credits

Major Course Requirements: *45 credits

Electives: 35 credits

Students must earn a minimum of 30 upper-division credits.

*In this program, 15 credits from the major may also satisfy General Education requirements.

Introductory Course Requirement (3 credits)

- EXP 105 Personal Dimensions of Education (3 credits)

Major Course Requirements (45 credits)

- MGT 330 Management for Organizations (3 credits)
- *PHI 445 Personal & Organizational Ethics (3 credits)
- *COM 360 Advanced Communications in Society (3 credits)
- *ECO 204 Principles of Microeconomics (3 credits)
- ECO 320 International Economics (3 credits)
- ACC 205 Principles of Accounting I (3 credits)
- ^BUS 308 Statistics for Managers (3 credits)
- ^BUS 307 Operations Management & Quantitative Techniques (3 credits)
- *BUS 357 International Business (3 credits)
- BUS 343 International Marketing (3 credits)
- BUS 378 International Business Law (3 credits)
- BUS 439 International Human Resources Management (3 credits)
- *POL 353 Comparative Politics (3 credits)
- BUS 450 International Finance (3 credits)
- MGT 492 Strategic Management for the Multinational Enterprise Capstone (3 credits) *Prerequisite: GEN 499*

* Satisfies General Education requirements.

^ Math competency requirement must be met before taking this course.

Bachelor of Arts in Operations Management and Analysis

The Bachelor of Arts in Operations Management and Analysis program prepares students to be operations managers who possess the analytical, problem-solving, and behavioral management skills needed to diagnose problems, improve operating systems, and communicate and gather support for required system improvements that contribute to a business' success. It prepares students for employment in a variety of business fields, particularly manufacturing, production control, distribution, inventory control, quality management, and supply chain management. For more information about on-time completion rates, the median loan debt of students who