HALLMARK UNIVERSITY

CATALOG

Undergraduate & Graduate Programs

HallmarkUniversity.edu

Volume 58

University Catalog

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FROM THE FOUNDER

Hallmark University is engaged in one of the most exciting facets of education in this modern age - ***the technology of today and the future***. The needs of today's society for highly skilled personnel in the fields of information technology, business, aviation, and nursing are being met by Hallmark University graduates all over the world, who have come to us from over 50 countries.

Hallmark University is a private nonprofit institution of higher education offering, associate's, bachelor's, and master's degrees that focus on integrating theory, concepts, and applications. Through the teaching and learning process, students achieve intellectual, personal, and cultural growth. Hallmark University is dedicated to providing students from diverse backgrounds with the foundation to meet the needs of business and society.

The standards of excellence that the staff and students at Hallmark University pursue can be your goal also as you prepare for a rewarding new career at Hallmark University. Our modern facilities and equipment complement our faculty with a broad range of experience to provide you with in-depth industry-specific training. Our courses are designed using advanced instructional design and delivery systems to ensure that students have the opportunity to strive for the highest possible skill levels in their chosen careers.

Finally, and most importantly, our objective for every Hallmark University graduate is that each one should be a true professional – personally responsible, developed in character, and skilled, both academically and technically. Let us at Hallmark University help you achieve your own high level of personal and professional accomplishment in the career field you select.

Our desire is that when you graduate from Hallmark University, you know not only just how to make a better living, but also how to live better.

RICHARD H. FESSLER
Founder

HISTORY OF THE INSTITUTION

Hallmark University was founded in 1969 as Hallmark Aero-Tech. Cofounder, Richard Fessler, started our university with the primary purpose of serving students, industry, and the community. The university continues to operate today on the original four core values established by Mr. Fessler: **Excellence, Effectiveness, Efficiency, and Integrity**.

Our first campus was located at San Antonio's historic Stinson Municipal Airport and the first program approved was Aviation Maintenance Technology, offered as a diploma program. On September 18, 1969, the doors opened to eight pioneering students who paved the way for the many thousands of proud Hallmark alumni that have followed.

The university first gained institutional accreditation in the early 1970s and in 1974 Richard Fessler became President and led in that capacity through 1999. His vision and commitment to quality education led the expansion of the university into numerous fields of training including Business and Electronic Engineering. In 1982, Hallmark received degree-granting authority and began offering associate's degrees. This expansion of offerings and a growing enrollment led to the addition of two beautiful new campuses, which continue to serve the university today, and Hallmark Aero-Tech became The Hallmark Institutes.

In 2000 Richard Fessler assumed the position of Chairman and Joe Fisher became President. Throughout the early 2000s, Hallmark expanded its program offerings to include Allied Health and Information Technology degrees, and in 2007, Hallmark Institute became Hallmark College. In 2008, Hallmark began offering Bachelor Degrees and in 2012 received authorization to offer programs at the Master's Degree level. On February 1, 2015, Hallmark College became Hallmark University.

To secure the university's mission for future generations, Hallmark University transitioned to a non-profit institution on January 1, 2013, and is governed by a Board of Trustees dedicated to our founding principles and core values. Student, industry, and community needs continue to be the focus of the university. Today, Hallmark University equips professionals with associate's, bachelor's, and master's degrees ~~training~~ in Aviation, Business, Information Systems, and Nursing.

PURPOSE STATEMENT

To nurture the discovery and development of one's greater purpose through education consistent with biblical principles.

MISSION STATEMENT

We change individual lives by developing superior skills, knowledge, and character.

UNIVERSITY SEAL

The Hallmark University Seal, designed by a dedicated committee of faculty and staff, was created during Hallmark's forty-fifth anniversary year when Hallmark College became Hallmark University. It is inspired by the opening sentence of our Mission Statement: "We change individual lives by developing superior skills, knowledge, and character."
The outer ring of the seal displays the name of the university and the date of the institution's founding in1969. At its center is a star, representing the Lone Star of Texas, superimposed on a cross, which testifies that this University is a Christian organization.
The academic laurels signify our commitment to the standards of higher education and academic achievement. The inner circle immediately below Hallmark University is inscribed with the Latin words "Conscientia" for knowledge, "Artis" for skills, and "Virtus" for character. The links, or chains, on the inner part of the seal, indicate our obligation and responsibility to develop all three of these dimensions in our graduates.

EDUCATIONAL PHILOSOPHY

Hallmark University offers academic programs targeted at industries with a strong demand for a highly skilled and professional workforce. Each program is developed collaboratively with industry through Program Advisory Committees to assure that graduates meet precise and valued criteria needed by the employer, including critical thinking and a foundation for life-long learning.

A Hallmark University education is delivered, regardless of program, using an active, collaborative and real-world learning environment designed to create a ready for work graduate. Courses are offered on a full-time, year-round schedule to significantly reduce the time to graduation and employment.

Hallmark University is committed to developing the whole person, emphasizing integrity, dependability, leadership, service, stewardship, effective communication, and agility. Together with superior and applicable knowledge and skills, these character traits provide industry with a valuable human resource and provide the graduate with excellent professional opportunity.

ACKNOWLEDGMENT OF CULTURAL FOUNDATIONS

All students are welcome at Hallmark University ("Hallmark"), regardless of their religious affiliation. Hallmark was founded on Judeo-Christian beliefs, values, and principles, which will be evident throughout Hallmark and may be referenced at university events through speeches, videos,

statements, prayer, or moments of silence. These foundation beliefs, values, and principles may also influence university literature, correspondence, policy, and curriculum, to include other thoughts, opinions, and statements made on behalf of Hallmark University. The university reserves the right to withhold its endorsement and support of activities that are inconsistent with its founding beliefs, values, and principles, including allowing its facilities or name to be used for such activities.

All students have the right to decline participation or agreement in any activities specifically representing the religious beliefs, values, and principles of Hallmark. In accordance with its EEO Policy and applicable law, Hallmark shall not discriminate against, retaliate against, or otherwise harass any student for exercising these rights.

APPROVALS AND ACCREDITATIONS

- United States Department of Education
- Texas Higher Education Coordinating Board
- The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. Website: www.accsc.org, Telephone Number: (703) 247-4212.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) participating institution.
- Approved for participation with the following Federal programs: Direct Loan, Perkins Loan, Pell Grant and Supplemental Education Opportunity Grant (FSEOG).
- Certified by the Federal Aviation Administration as an Aviation Maintenance Technician School (FAR Part 147) BJ2T718K – Satellite Campus
- Bachelor of Science in Nursing degree program approved by the Texas Board of Nursing
- Texas Workforce Commission exempt under Texas Education Code, Section 132.002(a)(8)
- Texas Veterans Commission
- American Council on Education
- American Medical Technologists (AMT)
- Approved for the training of veterans and veterans eligible under the GI Bill®: Chapter 30 (Montgomery (GI Bill®); Chapter 31 (Disabled Veterans); Chapter 32 Veterans Program (VEAP); Chapter 33 (Post 9/11 GI Bill®); Chapter 34 (GI Bill®); Chapter 35 (Survivors/Dependents, Education Assistance); Chapter 106 (Military Reserves). GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).
- Servicemembers Opportunity Colleges Degree Network System (DNS) participant
- Department of Assistive and Rehabilitative Services (DARS)--Texas
- Texas Workforce Commission for TAA/NAFTA-Trade Adjustment Assistance Training Program
- Texas Workforce Solutions: Workforce Innovation and Opportunity Act (WIOA), Eligible Training Provider Certification System (ETP); Youth Opportunity Grant (YO), Certified Youth Training Provider
- Assessment Technologies Institute, Pearson VUE, College Board, and Comira authorized test center.
- Memberships: Professional Aviation Maintenance Association; Aviation Technical Education Council; Higher Education Transfer Alliance (HETA)
- Microsoft Information Technology (IT) Academy, CompTIA Authorized Academy, and CISCO Networking Academy

PROGRAMS OF STUDY

MAIN CAMPUS

PROGRAM	Weeks Day	Weeks Evening	Weeks Online	Credit Hours
SCHOOL OF ALLIED HEALTH				
Medical Assistant, **AAS**	63	N/A	N/A	66
MARTHA FESSLER SCHOOL OF NURSING				
RN to BSN, **BSN**	N/A	N/A	63	60
Nursing, **BSN**	144	N/A	N/A	120
Nursing Education, **MS**	N/A	N/A	72	36
SCHOOL OF BUSINESS				
Business Administration, **AS**	63	63	63	63
Business Administration, **BS**	126	126	126	120
Business Management, **BS** Concentrations: • Business Analytics • Digital Marketing • Healthcare Management • Information Technology • Management	126	126	126	120
Aviation Maintenance Management, **BS** (Completion Degree)	N/A	N/A	90	60
Global Management, **MBA**	N/A	N/A	63	36
Strategic Leadership, **MS**	N/A	N/A	63	36
SCHOOL OF INFORMATION TECHNOLOGY				
Information Technology-CISCO, **AAS**	63	63	63	60
Information Technology-Microsoft, **AAS**	63	63	63	60
Information Systems, **BS**	126	126	126	120
Cybersecurity, **BS**	126	126	126	120
Cybersecurity, **MS**	N/A	N/A	54	36

SATELLITE CAMPUS

PROGRAM	Weeks Day	Weeks Evening	Weeks Online	Credit Hours
COLLEGE OF AERONAUTICS				
Airframe Technology, **AAS**	45	55	N/A	62
Powerplant Technology, **AAS**	45	55	N/A	64
Airframe Technology/Powerplant Technology, **AAS**	70	91	N/A	96

HALLMARK CHARACTER EDUCATION PROGRAM

Hallmark University has developed the Hallmark Character Education Program (HCEP), a structured program designed to engage and deepen the understanding of character within our student body, faculty and staff. Through research with employers, Department of Labor Soft Skills material, and writings on the subject, Hallmark identified seven character traits to capture the broad range of desired professional behavior. (What is defined as "Character" here may be called "Leadership" or "Soft Skills" by others.)

- **Integrity** – A person of integrity exhibits self-control, does the right and good thing regardless of who is watching or if it is deserved, and always seeks and speaks the truth to build up and not tear down.
- **Dependability** – A dependable person is reliable, follows through with commitments, never giving up, and does whatever it takes to always produce.
- **Leadership** – A leader creates value by recognizing opportunities for growth and improvement, then inspiring others to achieve goals with excellence.
- **Service** – A servant serves with the purpose of benefitting others. Through compassion, servants understand the needs of others and humbly give assistance.
- **Stewardship** – A steward efficiently invests available resources to effectively produce excellent results, creating maximum value.
- **Communication** – An effective communicator first understands others, then thoughtfully chooses persuasive and truthful words that move towards mutual understanding and a beneficial end.
- **Agility** – An agile person innovates and adapts from the foundation of character within a continuously changing environment.

These traits build learner knowledge and comprehension and develop the ability to analyze and apply information that brings about personal character growth and ethical decisions in professional and personal domains. The HCEP is delivered through workshops and is embedded in courses within every academic program. This approach is applied as a necessary pre-conditioning agent to help develop, prepare and deliver each learner's skills and abilities into professional practice.

COLLEGE READINESS PROGRAM

All undergraduate students entering a Hallmark University program must demonstrate college readiness. Any prospective student with an associate degree or higher, from an approved college or university, or a student providing documentation of credits earned in college-level composition and/or college level math, may be considered college ready. Final approval will be made only after an official transcript has been evaluated by the Office of the Registrar. Hallmark University reserves the right to accept or deny any request for college readiness.

FACILITIES AND EQUIPMENT

MAIN CAMPUS

The main campus for Hallmark University is located at 10401 IH-10 West in San Antonio, Texas. The two-story handicapped accessible facility occupies 40,000 square feet of classroom and laboratory space with student and faculty parking available on the immediate campus grounds. Educational facilities include modern laboratories, academic classrooms with current technology and a learning resource systems/assessment center. Training equipment is available in laboratories for all programs. Students enrolled will have individualized access to computers in the University Mega Lab with 117 computers. This computer access enables the student to complete university distance education assignments using modern technology in hardware, software, and high-speed Internet access.

The Main Campus courses consist of on-campus, hybrid and online delivery formats. Students enrolled are encouraged, but not required, due to the availability of the Mega Lab, to have access to an off-campus computer with internet availability. Courses in all programs are designed to maximize use of technologies currently operated in business, including healthcare and information technology.

SATELLITE CAMPUS

The College of Aeronautics is located on Runway 3 at the southeast corner of the San Antonio International Airport at 8901 Wetmore Road, San Antonio, Texas, and occupies over 60,000 sq. ft. of classroom and hangar space. Education facilities include laboratories, aircraft hangars, academic classrooms, and a learning resource/student services center. Administrative facilities include offices and work areas utilized for direct student administrative support activities, as well as a faculty work area and a student lunchroom area on a sixty foot enclosed deck.

There are several task-specific Labs to facilitate excellence in learning within three fully functional aircraft hangars:

- Aircraft Structural Repair Lab contains workstations for training in repair and/or fabrication of various sheet metal projects and has a newly renovated composite shop with a procured oven for extensive composite projects.
- Turbine Engine Lab is equipped with engine test cells that are available for engine repair, test, and operational training on the active ramp.
- Reciprocating Engine Lab is equipped with engine test cells, which are available for engine repair, test, and operational training on the active ramp.

The College of Aeronautics is an FAA (FAR Part 147) certified Aviation Maintenance Technician School and operates on an active airport apron with aircraft ramp spaces available for aircraft parking and operations. The airport runways are immediately accessible by interconnecting taxiways, and the College of Aeronautics is one of only a few in the United States with a fully operational 727 (wide-body jet). This aircraft and the fully airworthy Cessna 150 allow for an extensive training environment on operational assets.

LEARNING RESOURCE SYSTEM

The virtual library is designed to provide web-based products including full-text databases and links to journals and multimedia through access to EBSCO Academic Search Premier, Business Source Complete, CINAHL Plus with Full Text, and Regional Business News. The Nexis Uni database will provide legal information, both domestic and international, global newspaper and periodical access, company outlook and career outlook for students. This virtual library provides our students access to several thousand journals and millions of articles in both PDF and HTML. Students also have access to Statista, a multifaceted statistics portal with access to more than 1,000,000 statistics, ready for use in a paper or presentation. The library also provides access to Grammarly, a grammar and plagiarism checker, which helps students improve the quality of their submitted work. On both campuses, laboratories are available for students and faculty to access the virtual library and search through materials and conduct research through library holdings and other designated research materials. The Library also provides twenty-six open source databases for further scholarly discovery.

ASSESSMENT CENTER

The Assessment Center is a Pearson VUE, ATI, College Board, EC-Council, PSI, CATS, and National Health Career Association authorized test center located on the Main Campus. The following assessments are available: Wonderlic-SLE/Student Questionnaire, Information technology certifications, medical certifications, aviation exams, entrance nursing exams, and credit-granting examinations.

STUDENT INFORMATION

POLICY ON PROTECTING STUDENT'S RIGHTS AND RESPONSIBILITIES

Hallmark University respects the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, and inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the school community, Hallmark University has established a Professional Code of Conduct and a due process system.

Family Education Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* protects the privacy of student education records and gives eligible students and their parents certain rights with regards to their educational records. FERPA grants parents and eligible students certain rights concerning their education records. Specifically, it affords students the right to:

- Inspect and review their education records during normal school hours with an appointment within 45 days after the Office of the Registrar, Program Dean, or Vice President of Academic Affairs receives a written, dated request for access. Students are not permitted to inspect or review confidential student guidance notes maintained by the University, nor financial records, including any information those records contain, of parents or guardians. Records are maintained on site for a minimum of 5 full years after the last attended year. Academic transcripts are maintained indefinitely.

- Request the amendment of inaccurate, misleading, or a violation of privacy records. To request amendment of an education record, submit a written, dated request to the Office of the Registrar, Program Dean or Vice President of Academic Affairs, clearly identify the part of the record to be changed and specify why it is inaccurate, misleading, or a violation of privacy. Students will be notified if the University decides not to amend the record, and be provided information regarding their right to a hearing and hearing procedures.

- Consent to disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in education records to outside employers, agencies, or individuals without first securing a written release from the student or parent, as applicable, unless permitted by FERPA. An exception to the release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is any person employed by the University in an administrative, supervisory, academic, research, or support staff position, including law enforcement or security, health professional staff, or an agency representative with whom the University is affiliated or has contracted such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest and if necessary to fulfill a professional responsibility may review an education record. While the University is permitted to release educational records without consent to officials of another school in which a student seeks or intends to enroll, signed authorization is still required.

- File a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA:

  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605

Directory Information

FERPA authorizes the release of Directory or Public Information without the student's prior written consent under certain conditions outlined in the Act. Directory/Public Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. As per guidelines provided by the FERPA Compliance Office, Hallmark University defines the following as Directory Information:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status
- Fields of Study
- Grade Level
- Degrees and Awards Received
- Participation in officially recognized activities and sports
- Height/weight of athletic team members
- Dates of Attendance
- Employment title and contact information

Hallmark University assumes all students have consented to withhold disclosure of directory information unless a specific request to Opt-In is submitted through Campus Student Portal but will, without prior consent, release directory information at the discretion of the University for any purpose including, but not limited to, request from law enforcement and degree verification requests from prospective employers.

The absence of a specific request to withhold directory information indicates approval for disclosure. Additionally, request to withhold directory information will not affect previous disclosures made by the University before receipt of the request. The restriction remains in place until the student submits a written and signed statement to the Office of the Registrar requesting to have the restriction removed.

Students may Opt-In for the release of directory information to outside inquiries by making changes to their FERPA settings in Campus Portal. The Student can also sign a waiver granting permission for specified individuals to make inquiries for information including but not limited to; attendance, grades, academic standing, financial obligation and academic performance, etc. Unless changed by the student at a later date, authorization will remain applicable during enrollment. Every student over 18 years of age is assumed to be an "eligible student" and have declined to grant parental access to records unless written consent is provided.

Non-discrimination Notice:

Hallmark University does not discriminate in admission, education, or employment on the basis of race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Hallmark University supports the efforts of our educational leaders to ensure that our students are not subjected to discrimination or harassment based on race, religion or national origin. Our federal civil rights laws prohibit discrimination or harassment against students based on their actual or perceived race, religion, or national origin. Hallmark University works together with students, families, and community groups to create safe learning environments in which all students are equally able to participate in a robust exchange of ideas. Valuing the diverse linguistic, cultural, racial, and ethnic backgrounds of all students. Encouraging students on all sides of an issue to express disagreement over ideas or beliefs in a respectful manner. Communicating a clear message to students that harassment and bullying will not be tolerated, and that the university is a safe place for all students. Encouraging students, staff, and parents to report all incidents of harassment and bullying so that the university can address them before the situation escalates. Having a system in place to intervene if a student's conduct could endanger others offered through our Student Success Office.

Non-discrimination: Disability Policy

This policy describes the roles of Hallmark University in ensuring that students with disabilities receive appropriate accommodations in their instructional activities, as mandated by Federal and State law.

The fundamental principles of non-discrimination and accommodation in academic programs were outlined in Section 504 of the Federal Rehabilitation Act of 1973 and their implementing regulations in 34 C.F.R Part 104.

These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. The institution must make sure that its academic requirements do not discriminate or have the effect of discriminating against persons with disabilities. Academic requirements that are justifiably essential to a student's program of instruction are not considered discriminatory. Academic accommodations to which a student may be entitled include changes in the length of time allowed to complete requirements and adaptation of the manner in which specific courses or examinations are conducted.

Hallmark University is committed to providing reasonable accommodations and individual attention to qualified disabled students enrolled in academic programs. It is the student's responsibility to make his/her needs known to the university, and to provide appropriate documentation of disability if services are required. Timely self-identification will ensure that the student's needs are addressed by the beginning of each term. Requests for accommodations must be submitted in writing to the Associate Dean of Student Success, along with the applicable medical documentation to evaluate and arrange appropriate reasonable accommodations. Requests are evaluated on a case-by-case basis by the Associate Dean of Student Success, Vice President of Academic Affairs and/or the Program Dean. Accommodations cannot be retroactive and will not be used to adjust previous grades or assignments.

The following job titles have been designated to handle inquiries regarding the non-discrimination policies for Hallmark University:

Director of Institutional Effectiveness/Compliance
Hallmark University, Main Campus
10401 IH-10 West
San Antonio, TX 78230-1736
Telephone Number: (210) 690-9000 ext. 7518

Provost
Hallmark University, Main Campus
10401 IH-10 West
San Antonio, TX 78230-1736
Telephone Number: (210) 690-9000 ext. 7552

For further information on notice of non-discrimination, contact:

OCR Office for Texas - Dallas Office, Office of Civil Rights, U.S. Department of Education
1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810
Telephone Number: (214) 661-9600 ▪ FAX number: (2114) 661-9587 ▪ TDD: 877-521-2172 ▪ Email: OCR.Dallas@ed.gov

GENERAL POLICIES AND PROCEDURES

Right to Know

Students have a right to know graduation rates, job placement/employment statistics, crime statistics, as well as general information about Hallmark University. These statistics are available in the University Catalog Addendum and from the office of the Chief Operations Officer.

Student Services

On-campus resident housing is not available at the Hallmark University. The Department of Student Success works closely with rental agencies and apartment complexes to assist students in locating suitable economic housing. Assistance is provided in arranging for carpooling and public bus transportation with student discounted fares. Assistance is also available to enable students to obtain services through community and government assistance programs such as health care resources (medical, dental and/or mental), locating religious facilities, part-time employment, daycare facilities, and other supportive services available in the area. Student Services also facilitates orientation and coordinates graduation.

Career Services

Career Services exists to provide students with the key job search and personal communication skills necessary to engage successfully with potential employers. The department provides instruction and guidance by conducting workshops on resume writing and interviewing while offering practical advice on professional appearance, presentation skills, and attitude, especially as these things relate to finding and securing employment.

The primary emphasis of the instruction offered by Career Services is to impart to the graduates a highly developed skill in the practice of both self-directed and university-sponsored job search and placement activities so that graduates might employ this skill throughout their career. Career Services maintains a liaison with industry to assist businesses in hiring Hallmark University graduates to fill their employment requirements. While employment cannot be guaranteed following graduation, assistance is provided for this vital function. For a student to utilize and benefit from Career Services assistance, he or she must meet two basic department guidelines before graduation:

- Each student must attend and engage in the resume and interview workshops offered to prepare them for industry.
- Each student must have a professional resume on file.

It is a student's responsibility to check student email, blackboard announcements, and other notification areas for the times and dates of the workshops.

Financial Services

Financial Services maintains a close relationship with students to ensure they are aware of and fully utilize all relevant options to assist them in the repayment of their federal student loans.

Academic Assistance and Guidance

Students studying at Hallmark University are provided academic assistance and developmental activities in several ways. The classroom instructor provides primary assistance. Students who have difficulty with a course are urged to seek assistance from their instructor. Additionally, tutoring is available outside of the normal class time upon request. Students may contact their Academic Dean, Vice President of Academic Affairs, or the Associate Dean of Student Success for scheduling special assistance as needed. Also, the Associate Dean of Student Success will advise students of their progress and assist as requested, review student records, and discuss with instructors and students those academic problems that might result in a student being placed on academic probation. See Academic Probation.

Registered Student Organizations

Hallmark University encourages and guides students through participation in student organizations to further promote their professional development. The University strives to provide a variety of student organizations that inspire the development of servant leadership skills and compel graduates to engage in professional organizations later in their careers. These organizations are formed by students, advised by faculty and/or staff, and housed within Student Life and Development.

Class Scheduling

Scheduling of classes is done at the discretion of the university. The addendum to this catalog is continuously updated with any changes made to programs and provides details of scheduled start dates, school observed holidays, tuition and fees, as well as updates to administration, faculty, and staff. See Modification Policy.

MAIN CAMPUS: Day and evening students, who attend the Main Campus, will have a maximum of three courses during the term. Students in their last two terms may take an additional course with the approval of the Office of the Registrar, Academic Dean, Financial Aid, Vice President of Academic Affairs, or Associate Dean of Student Success if available and leads to completion of the program in that term. If a student is scheduled less than the maximum amount of courses allowed per term, they may not be permitted to take additional courses if it alters the scheduling track or possibly causes upcoming courses to be cancelled.

Student-To-Instructor Ratios

Hallmark University's typical and maximum student-to-instructor ratios are listed below:

	Typical Classroom/Lab	Typical Maximum Classroom/Lab
Arts and Sciences	30/25	40/30

School of Business	30/30	30/30
School of Information Technology	30/20	30/20
School of Allied Health	30/20	30/20
School of Nursing	30/20	40/20
College of Aeronautics	40/25	40/25

Inclement Weather/Closing of School

Hallmark University instructors meet all scheduled classes as published in the class schedule/catalog insert. If severe weather or emergency situations make it advisable to discontinue classes, Hallmark University will make every effort to notify its students through local television and radio stations. Also, if possible, Hallmark University may notify the students through allstudents@stu.hallmarkuniversity.edu, and the notification may be posted on Blackboard. The Chief Operations Officer will determine an official closing of one or both campuses. Makeup days for official closings will be scheduled as needed.

If a student is in an area experiencing severe weather and Hallmark University has not officially closed, it is the responsibility of the student to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about makeup work, and the time missed will be counted as an absence.

CAMPUS SAFETY

The safety of students, faculty, staff, and visitors is a vital concern to Hallmark University. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns to the Chief Operations Officer. The Campus Safety and Crime Awareness statistics are published and distributed to students during the admissions process at Hallmark University. This report complies with the Student Right-to-Know and Campus Security Act.

Students Identification Cards

ALL students will be required to wear their ID card at all times while on campus. Student ID's must be displayed above the waist, and visible at all times. ID lanyards are available upon request from Student Success. An alternate lanyard may be worn but must be one of good taste and present a professional image. Report lost, stolen or forgot ID cards to Student Success and obtain a temporary badge. All temporary badges must be returned within 24 hours, and the ID card replaced if lost or stolen. **S**tudents will not be allowed in class without an ID card or temporary badge.

Concealed Handguns and Weapons

The Concealed Handgun and Weapons Policy for Hallmark University prohibits the possession of any weapon inside Hallmark University campus buildings. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives and/or any chemical intended to cause harm to another person.

Possession of a firearm on campus is prohibited with or without a Concealed Handgun License with the only exception being with the authorization of the Chief Operations Officer or President. These exceptions are permitted with the intention of providing Security Personnel and trained employees to be armed for the safety and security of all persons on University property.

The university maintains the right to, at any time and at the discretion of authorized personnel, to search any vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons on the property. Refusal to promptly permit a search under this policy to or failure of inspection and found in violation of this policy will result in disciplinary action up to and including dismissal from the university.

Minors on Campus

Hallmark University is committed to ensuring a safe and supportive environment for all staff, students, and visitors to the campus. Activities involving non-enrolled minors are an integral component of campus life. Circumstances exist in which minors will be on campus for various coordinated opportunities including academic and non-academic events, or as guests of students and employees.

With this understanding, Hallmark University recognizes both its institutional and legal obligations to ensure the safety and well-being of minor children that are on campus, in university facilities, participating in university-sponsored events, or involved with university-affiliated individuals. To ensure the safeguard of minors while on campus and minimize distractions during instruction, the following guidelines are to be observed at all times:

- Minors under the age of 12 may not be left unattended on campus.
- Minors are not permitted to be in classrooms designated as labs.
- Minors are not permitted in general classrooms while classes are in session without prior approval of the instructor.

Student Parking

Student parking on campus is provided in designated areas. All students are required to register their vehicle(s) with Student Success. Guidelines may vary by campus and by the time of day, however, on the Main Campus, issued parking decals are required to be displayed on the front windshield of each vehicle and the Satellite Campus, the issued permits are required to be displayed on the vehicle dashboard. Parking decals and permits do not guarantee space availability, but it does authorize parking in designated parking areas under the control of Hallmark University. Further guidelines for student parking are provided during student orientation. The university maintains the right to, without prior notice, modify, amend or terminate any of the guidelines for student parking

Smoking Areas

Designated smoking areas are provided on each campus. Any type of smoking, including vapors and electronic cigarettes, is only permitted in these specified areas.

Sexual Harassment/Sexual Violence

Sexual harassment/sexual violence of students and employees at Hallmark University is unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, whether verbal, visual, or physical gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability or any other protected status that is sufficiently pervasive or severe to (1) unreasonably interfere with a student's education at Hallmark University or a student's admission to a program offered by the school; or (2) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he/she is a victim of prohibited sexual harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other Hallmark University staff member in connection with the educational experience offered by Hallmark University should, as described in the Student Grievance/Compliant/Appeals Policy, bring the matter immediately to the attention of the Chief Operations Officer so that the university may take effective steps to end sexual harassment and sexual violence. Hallmark University is committed to ensuring that all students/faculty feel safe and have the opportunity to benefit fully from their university's education programs and activities. Hallmark University will take steps to prevent recurrence of any harassment and to correct its discriminatory effects.

Drug-Free Program

Hallmark University has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a drug or alcohol on the campus poses serious safety and health risks to the user and to all those who work with and around the user. The use, sale, purchase, transfer, or possession of an illegal drug on campus, and the consumption, or the act of being under the influence of alcohol also poses unacceptable risks for safe and efficient operations.

The University believes it has the right and obligation to maintain a safe, healthy, and efficient environment for all its employees, staff and students, and to protect the organization's property, information, equipment, operations, and reputation. To further expresses its intent, through its Drug-Free Program, and to comply with Federal and State rules, regulations, or laws that relate to the maintenance of an environment free from illegal drugs and alcohol. As a condition of enrollment, all students are required to abide by the terms of this policy.

Hallmark University reserves the right to administer drug testing at its discretion. For further information, refer to Hallmark University's Drug-Free Policy that is given as part of the Orientation Process. Students are required to agree and abide by all the conditions of enrollment as outlined in the Drug-Free Policy.

Campus Safety and Security Policy

Per federal statute 20 U.S.C. § 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Hallmark University annually reports campus crime and safety statistics to the Department of Education. Details of Clery Act reporting and the most recent statistics available for Hallmark University can be found here.

DRESS CODE POLICY

All Hallmark University students are expected to dress and groom in a manner that does not interfere with the educational environment and is not disruptive to the operation of the University while on campus and while participating in activities sponsored by the University. Students should show concern for the appropriateness of dress while attending classes, externship or clinical locations and be guided by the principle regarding what would be considered appropriate for the workplace.

Professional appearance is as important as the development of professional skills. Students are expected to practice good personal hygiene habits and maintain a clean, neat and professional appearance at all times while abiding by this general dress code policy and those specific to certain a program or campus. Students failing to adhere to the dress code policy will not be admitted to class and may be asked to leave campus. Under this general dress code policy, the following articles are unacceptable:

- Halter, tank, tube, spaghetti strap, midriff, or low cut tops.
- Shorts, cut-offs, thigh-high skirts/dresses, side slit skirts/dresses, excessively baggy trousers or overalls.
- Gym or workout clothing and/or athletic gear.
- Flip flops, headgear (including hats, caps, bandanas, stocking caps, skull caps, du-rags, etc.)
- Sunglasses or visible body jewelry (except earrings).
- Torn, ripped, or frayed clothing.

Allied Health Program Dress Code

All Allied Health students must practice the following health and safety precautions regarding their attire for their personal safety as well as the safety of others and to eliminate contamination.

- **Scrubs:** In the clinical phase of training, students will be provided with two sets of scrubs **to be worn on all class days,** and are to be clean, neat, and in good repair. Additional scrubs can be purchased if desired. Optional uniform items include a scrub jacket. Medical students can wear a white crewneck T-shirt under the scrub top; no outerwear is to be worn over their scrubs.

- **Shoes:** A good rubber-soled shoe (tennis shoes or running shoes) mostly white in color, clean and in good repair must be worn with socks since, in the clinical setting, the medical student can expect to be "on their feet" while in the professional setting.

- **Hair:** A ponytail, bun, clip, or another manner of control is recommended as part of the professional image, as well as for limiting contamination. Hair must be clean, contained, and kept away from the face. Males should be freshly shaved, or those who have beards and/or mustaches must have them neatly trimmed. Unnatural hair color (i.e., blue, orange, green, etc.) is not accepted in the clinical setting.

- **Make-up:** Make-up is to be of muted tone, appropriate for a professional business setting.

- **Nails:** Fingernails must be kept short and clean. A good test is to hold up your hands with your palms toward your face. If you can see your fingernails over the top of the fingers, the nails need to be trimmed. Acrylic nails or polish other than clear are to be removed.

- **Jewelry:** The medical student will be washing their hands many times throughout the day, donning gloves, and working with patients and equipment. As part of clinical safety and personal safety, jewelry is permitted under the following conditions:
    - **Earrings:** If the ears are pierced, only a ball-type of earring can be worn. No hoops or dangles.
    - **Rings:** Only one ring per hand can be worn, and must be able to be removed readily for hand washing or donning gloves.
    - **Necklaces:** Fashion necklaces are prohibited; Medial alert or religious necklaces can be worn but must be tucked into the shirt.

- **Tattoos:** All tattoos are to be covered while in a healthcare setting. If tattoos are on the hands or face, a covering "make-up" can be recommended.

College of Aeronautics Dress Code – Satellite Campus

In addition to the general dress code policy, to simulate a professional workplace environment, Aeronautics students will maintain the following requirements:

- **Shirts and Trousers:** Only official Hallmark University or approved student organization shirts are permitted.
    - Shirts must be tucked into trousers or shorts, and a belt must be worn.
    - Badges must be worn at all times facing forward and located anywhere above the waist. A university lanyard is provided.
    - Trousers must be conservative and dark in color (i.e., blue, black, brown, khaki, etc.)
    - No bell-bottom, hip-hop, sweatpants nylon training/workout pants or excessively baggy leg trousers allowed.
    - Sweatpants, sweatshirts, Yoga Pants, nylon training pants, and training jackets are not acceptable.
    - **Shoes:** Closed toe shoes only (no sandals, no open toe or open backs allowed).
    - **Jewelry:** For safety reasons, post ball-type earrings are the only acceptable type of pierced jewelry permitted. Hoops, dangle earrings, hardware used in ear gauging, and other body piercings are not acceptable and must be removed.
    - **Shorts:** Students may wear shorts but they must be modest and conservative in nature. No gym/athletic shorts are authorized. The length of the shorts cannot be any shorter than two inches above the knee cap while standing. The DCOA will make the final determination if an interpretation issue arises.
    - **Headgear:** Headgear **will not** be worn inside the building at any time. This includes hats, caps, bandanas, stocking caps, skull caps, du-rags, hoodies etc.
    - **Eyewear:** Sunglasses/dark glasses will not be worn in the classroom.

- **Piercing:** Pierced body jewelry may not be visible, with the exception of earrings.
- **Cell Phones:** Cell Phones are not to be used during lectures, projects and exams. Ear Buds and head phones are not to be worn while on the hangar floor, due to safety concerns.

NOTE: If you attend class in violation of the Dress Code Policy, the instructor will send you home and an absence is recorded.

Personal Hygiene

Personal care and personal appearance are both an important part of individual development. Proper grooming and personal hygiene (being clean and free of offensive odors), wellness, and professional dress all help to portray a professional image. Personal hygiene and cleanliness are important to how you look and to your health.

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PROFESSIONAL CODE OF CONDUCT

Students are expected to conduct themselves in a socially acceptable manner and abide by the rules and regulations of the university at all times. An important element of training at Hallmark University includes the development of professionalism. Prospective employers seek candidates who will be positive additions to their company. The high standards maintained in our programs and business-like environment prepare each student to meet the expectations of employers in the workplace.

Learning how to communicate and work with the public, team-building skills, problem-solving, developing self-discipline, displaying a good attitude, and dressing in an appropriate manner are the basic standards of professional conduct required of all Hallmark University students.

Students who choose not to abide by the Professional Code of Conduct may be placed on Conduct Probation and/or dismissed from the university. Students will be held accountable for and/or should report the following violations:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration or use of Hallmark University documents with the intent to defraud.
2. Theft, deliberate damage, misuse, abuse or destruction of Hallmark University property or the private property of a member of the school community on the school premises.
3. Improper use of computer, email or internet access. See policy description under Computing/Internet Policy.
4. Insubordination/failure to comply with directions of university officials acting in the performance of their duties.
5. Inappropriate or profane behavior that disrupts teaching, research, administration duties, or any other university activities.
6. Physical or verbal abuse/assault of a student, faculty, or staff member on university premises or at university-sponsored functions.
7. Electronic device usage that interferes with the learning process is prohibited in the classroom, including but not limited to cellular phones, tablets, etc.
8. Video recording or taking pictures with personal electronic devices is prohibited in the SIDA (Security Identification Display Area), including but not limited to cellular phones, tablets, etc., unless authorized by the Dean of the College of Aeronautics for university purposes.
9. Sleeping, eating, or smoking in the classrooms or laboratories is prohibited.
10. Vehicles must be parked in designated student parking areas. Refer to the Guidelines on Parking.
11. Sexual harassment of students and employees; sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee. See policy description under Sexual Harassment/Sexual Violence.
12. Possession of dangerous items such as explosives, firearms, either concealed or exposed or usage of weapons shall include, but not be limited to the following: firearm ammunition, switchblades or other illegal knives, martial arts weapons, chemical-dispensing devices, fireworks, razor blades, clubs, etc.
    (a) Does not generally apply to instructional supplies such as pencils, compasses, etc., unless those instruments are used in a menacing or threatening manner.
    (b) Any vehicle parked on Hallmark University premises may be inspected by a Hallmark University official if there is reasonable cause to believe it contains weapons.
13. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
14. Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University sponsored functions.
15. Violating the Attendance Policy. See policy description under Attendance Policy and Standards.
16. Violating the Dress Code Policy. See policy description under Dress Code Policy.
17. Violating the Drug-Free Policy. See policy description under Drug-Free Program.

Suspensions and Dismissals

Hallmark University reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the university's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of an Academic Dean, Vice President of Academic Affairs, or Associate Dean of Student Success. All suspensions and dismissals are determined on an individual basis.

Computing/Internet Policy

Computer equipment, email accounts, and internet access have an important role in today's education and business environments and are provided to students at Hallmark University exclusively for educational activities. The intent of the following policy is to allow the greatest use of computer facilities on campus in a manner that is consistent with an appropriate professional environment.

All students are expected to use computing and related university communication systems in a manner that is ethical, responsible and legal. Students should not expect computer files, emails or bookmarks created on university accounts/computers to be confidential or private even after erased. Any communication by a student through a university access site that may constitute slander or defamation may be considered harassing offensive, obscene, vulgar or threateningly is prohibited. This includes but is not limited to, sexual comments or images or any comment or image that would

offend another on the basis of age, race, sex, color, religion, national origin, ancestry, physical limitations, sexual orientation, or veteran status. Any individual who has a complaint or is in witness to such behavior should refer to the section under Non-discrimination Notice to seek assistance from the job titles assigned to address such complaints.

Additionally, the following are considered a violation of this policy and students who fail to avoid committing these violations are subject to disciplinary action up to and including termination of enrollment: Intentionally introducing damaging software, such as viruses or intentionally damaging hardware.

1. Accessing any internet site or service that is inappropriate for a particular curriculum or the educational environment: This includes but is not limited to any information that contains obscene, indecent, or sexually explicit material or profane language.
2. Attempting to access any computing resources to which a student is not entitled or authorized.
3. Violating the privacy of others' computer information (either files or e-mail).
4. Harassing others or sending threatening, inappropriate or falsified messages.
5. Allowing computer access to any unauthorized individual. Sharing Hallmark University provided username and password with another person, allowing another to impersonate the student while logged into University access sites or using another person log in information to gain access. Hallmark has provided each student with a distinct username and password combination to confirm the identity of students as they log into University access site (i.e., University Portal, Blackboard, etc.). Misuse of this information is strictly prohibited.
6. Conducting any profit-making or commercial activity from Hallmark University's computer facilities.
7. Violating copyright or license requirements.
8. Violating any computer security rules, regulations, or laws of the following:

Hallmark University Computing Policy
Texas Penal Code, Chapter 33, Computer Crimes
Federal Copyright Law
Computer Fraud and Abuse Act of 1986
Electronic Communication Privacy Act of 1986
Computer Software Rental Amendments Act of 1990

Violation of the policies above and/or laws may result in student probation or termination from Hallmark University.

Modification Policy

Hallmark University reserves the right to modify the curriculum, class schedules, tuition rates, school calendar, faculty, and administration. The university may change or cancel scheduled classes before class starting date due to circumstances beyond its control. Students will be notified of any changes that take place. Hallmark University will do its utmost to protect student rights and will make every effort to honor its obligations to students.

Should changes become necessary; the University will make every effort to protect currently enrolled students against any inconveniences that might be caused by these changes. The University cannot guarantee that changes will not be made in a student's academic course of study or financial aid once the student is enrolled. Program length and costs are approximations only since the university cannot predict how long a student will take to complete the course of study. Tuition is charged as long as student enrollment is maintained. Each student's total cost will vary based on length of time taken to complete their training program. Students wishing to change programs or sessions (day or evening) must coordinate the change with the Vice President of Academic Affairs or an Academic Administrator in advance for course scheduling. Students also must pay applicable fees and seek Financial Planning assistance. A program change may affect a student's current financial package. Any student who changes from one program to another program while attending the university must meet the entrance requirements to be eligible to enroll for that program and pay any applicable fees.

Student Complaint/Grievance Procedure

Primary Student Grievance, Complaint and Appeals Policy

Hallmark University is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, Hallmark University has developed set guidelines to govern student conduct, academic, and administrative actions including: the process of recruitment and enrollment, the educational process, financial matters, and placement assistance.

Academic concerns should first be addressed informally with your classroom instructor, or if it is not an instructional issue, with the appropriate Hallmark University staff member. In many cases, issues are resolved at this informal level. If concerns are not resolved, a formal dispute resolution process begins by presenting a written description of your complaint to the appropriate Hallmark University staff member. Using the Hallmark University Complaint Form, the written complaint must include as much information as possible to assist in addressing the concern and must include a statement of actions needed to resolve the matter. The complaint must be signed and dated by the student and must include a valid address and telephone number. A copy of the Hallmark University Complaint form is available from https://hallmarkuniversity.edu/catalog/complaint-form.pdf

Students may appeal any administrative action taken by Hallmark University for infractions of the rules, regulations, and policies. Grievances, complaints, appeals, or concerns may be submitted to the Chief Operations Officer. Students may download the Hallmark University's complaint form at https://hallmarkuniversity.edu/catalog/complaint-form.pdf and e-mail it to feedback@hallmarkuniversity.edu, or submit the form to their academic advisor to start the appeal process.

Grade disputes should adhere to the following escalation process until the student feels the concern has been adequately addressed:

Level 1	Instructor
Level 2	Academic Dean
Level 3	Vice President of Academics

A student who is subject to academic, attendance or conduct dismissal may appeal the decision to the Vice President of Academic Affairs. The appeal must be made within three (3) business days of dismissal. The appeal must be in writing, signed by the student, provide current address and telephone number and contain the specific details for the dismissal. The student should state their plan to comply with the academic, attendance, or conduct policy that was violated. All appeals will be answered within five (5) business days from receipt of the appeal.

If a student does not feel that the University has adequately addressed a complaint or concern, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the University for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries:

Accrediting Commission of Career
Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
Website: www.accsc.org

A copy of the Commission's Complaint Form may be obtained at:
http://www.accsc.org/UploadedDocuments/2015%20August/ACCSC%20Complaint%20Form.pdf

It is recommended that a student with a complaint, other than a grade dispute, adhere to the following escalation process:

Level 1	Instructor, Program Dean, appropriate Hallmark University staff member, or academic advisor
Level 2	Vice President of Academic Affairs
Level 3	Chief Operations Officer
Level 4	President/CEO
Level 5	Accrediting Commission
Level 6	Texas Higher Education Coordinating Board

Secondary Student Grievance, Compliant, and Appeals Policy

If you are not satisfied with the results, you have the right to pursue further action through arbitration. At the time of enrollment, each student acknowledges that an exact, completed copy of the Enrollment Agreement and a copy of the school catalog are provided to them. A detailed description of this system is in the catalog and noted on the reverse side of the Enrollment Agreement.

Any disputes or controversies between the parties to this agreement, arising out of or relating to the student's recruitment, enrollment, attendance, education, or placement by Hallmark University or to this agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect at that time or in accordance with procedures that the parties agree to the alternative. The Federal Arbitration Act and related federal judicial procedure shall govern this agreement to the fullest extent possible, excluding all state arbitration law, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceedings may be brought. Any such arbitration shall be the sole remedy for the resolution of any disputes or controversies between the parties to this agreement. Any such arbitration shall take place before a neutral arbitrator in the locale of the Hallmark University attended by the student unless the student and Hallmark University agree otherwise.

The arbitrator must have knowledge of an actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise. The arbitrator shall apply federal law to the fullest extent possible in rendering a decision. The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement between the parties. Judgment on the award rendered by the arbitrator may be entered

in any court having jurisdiction. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages, or to award attorney's fees. The arbitrator also shall not have any authority to alter any grade issued to a student. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise or the arbitrator determines otherwise in the award. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties. It is understood and agreed that a student must complete and follow the Comprehensive Primary Dispute Resolution procedures first, then, if necessary, follow the Secondary Dispute Resolution procedures

Final Student Grievance, Compliant, and Appeals Policy

How to submit a Student Complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with Texas Higher Education Coordinating Board (THECB) by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted. To acquire electronic forms, visit http://www.thecb.state.tx.us/ Student Complaint and Release Forms.

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Electronic forms can also be found by visiting http://www.thecb.state.tx.us/ Authorization to Disclose Medical Record Information.

The following forms are required to start the complaint process:

THECB Student Complaint Form – Required.
FERPA Consent and Release Form – Required.
THECB Consent and Agreement Form – Required.
Authorization to Disclose Medical Record Information – Required Form only if a disability is alleged.

THECB does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years before filing a student complaint form with THECB, unless the cause of the delay in filing the student complaint form with THECB was the complainant's exhaustion of the institution's grievance procedures.

Former students shall file a student complaint form with THECB no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with THECB was the complainant's exhaustion of the institution's grievance procedures.

Process

The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with the Texas Higher Education Coordinating Board. Once THECB receives a student complaint form, THECB may refer the complaint to other agencies or entities as follows:

- THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution. Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency, the Agency may refer the complaint to the accrediting agency. THECB has the right to adopt any decision made by the accrediting agency and may terminate the referral of the complaint to the entity at any time and proceed to investigate and adjudicate the complaint.
- If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Before initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or the institution's response, to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases; attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity

ADMISSIONS REQUIREMENTS AND PROCEDURES

GENERAL REQUIREMENTS

Hallmark University is a nationally accredited, co-educational facility with two campuses, both located in San Antonio, Texas. Both schools are accredited by the Accrediting Commission of Career Schools and Colleges and approved by the Texas Higher Education Coordinating Board. The Texas Veterans Commission approves Hallmark University to train veterans. The Federal Aviation Administration (FAA) approves Hallmark University, College of Aeronautics. Hallmark University does not deny admission to or participation in programs and activities or discriminate against students enrolled at the university on the basis of race, creed, color, age, sex, disability (including students who have Hepatitis B in medical, nursing, and any health-related programs), national origin, or religion.

All admissions documentation must be received by the university before the school's acceptance of the student and execution of the enrollment agreement. A parent/guardian's signature is required for any applicants under the age of 18. Graduate program applicants must also provide an official transcript showing completion of a bachelor degree from an approved accredited institution. Undergraduate applicants are required to submit one of the following for verification of high school or equivalency completion:

- An official high school diploma or transcript indicating high school graduation date;
- Official GED certificate or scores;
- A certificate of release or discharge from active military duty (DD Form 214) indicating high school graduation or equivalent;
- A certificate of Record of Military Processing, U.S. DD Form 1966/1 indicating high school graduation or equivalent; or
- An official college transcript that indicates the applicant has graduated from high school.
- A degree from an accredited college or university or official transcript conferring degree earned.

Resident applicants will be considered for acceptance and presented to the Acceptance Committee for approval once they have completed the following:

1. Interview with Admission Professional,
2. Completed the Risk Assessment Questionnaire (Main Campus Only),
3. Met the qualifying assessment/entrance score on all applicable entrance examinations and/or assessments,
4. Paid the required application fee,
5. Submitted a signed Enrollment Agreement.

Previously completed coursework will be evaluated for eligibility to transfer credit. See Transfer Credit for previous education and Residency Requirement. All application requirements will be reviewed and evaluated on a case by case basis to determine whether or not the applicant can be academically successful at Hallmark University. Applicants will be notified of acceptance once he/she has been approved by the Acceptance Committee. Applicants denied entrance by the Acceptance Committee, will be refunded all paid application fees.

ENGLISH PROFICIENCY REQUIREMENT

To ensure that our applicants succeed in Hallmark University's intense academic environment, a test of English proficiency may be required. Applicants whose native or primary language is not English AND/OR has citizenship in a country where English is not the official language may be required to prove English proficiency by taking the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examinations.

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information, visit www.toefl.org. IELTS is jointly managed by University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information, visit www.ielts.org.

A minimum TOEFL score of 550 (paper-based test) or 79 (on-line/Internet test), or an Academic IELTS overall band score of 6.5 is required for admissions into an associate, bachelor or master degree program.

The TOEFL or IELTS requirement may be waived if the applicant meets one of the following requirements if the applicant:

- Graduated from a U.S. high school and completed three years of regular English courses;
- The applicant scored 500 or greater on the verbal/reading section of the SAT;
- The applicant scored 21 or greater on the English section of the ACT; or
- The applicant completed college-level English Composition I with a grade of "B" or better.

DENIED ACCEPTANCE

Hallmark University reserves the right to deny acceptance for any non-discriminatory purpose. This determination will be made at the sole discretion of the Acceptance Committee. Factors pertaining but not limited to the following circumstances may be taken into consideration:

- Criminal background;
- Security clearance failure, if applicable;
- Excessive student loan debt;
- Unresolved risk factors;
- Space available due to class size; and or
- Behavior is inconsistent with Hallmark University core values.

ADMISSION OF NON-TRADITIONAL HIGH SCHOOL STUDENTS

A non-traditional high school student is a person enrolled in home school programs or a student from a high school that is non-accredited or not recognized by the Texas Education Agency. An applicant applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting (rather than through a public high school, accredited private high school or state equivalency exam) will be considered for individual approval for admission provided is he/she complies with Hallmark University's entrance testing requirements and presents an official transcript for homeschool education that states the student's name, date of graduation, and is signed by the person who is responsible for the homeschooling.

EVALUATION OF FOREIGN CREDENTIALS

An official evaluation of foreign credentials must be completed before transfer credits can be granted. All foreign credentials submitted to Hallmark University must be the originals of a certified English translation. Applicants are responsible for arranging for credential evaluation and must pay all costs associated with obtaining the translation and submitting the documentation for approval by the appropriate Office of the Registrar and/or Vice President of Academic Affairs. Hallmark University will accept an evaluation from the following evaluators:

SpanTran Educational Services, Website: www.spantran.com
Foreign Credentials Service of America, Website: www.foreigncredentials.org

PROGRAM SPECIFIC ADDITIONAL ENTRANCE REQUIREMENTS

Satellite Campus, College of Aeronautics

In addition to the general admission requirements (see General Requirements), Aviation applicants must achieve a minimum score of 70 on the Aviation Assessment for entrance into the degree level program. Each candidate for admissions will only be allowed to take the assessment two (2) times per recruiting period. All applicants must be able to clear the FAA requirement for a Background Check to be an active student at Hallmark University. Students must meet this requirement within thirty (30) days of the enrollment date. If the necessary verification is not met, the student may be dismissed from Hallmark University.

Associate of Science Medical Assistant, Associate of Science Information Technology-Cisco, and Associate of Science Information Technology-Microsoft, Bachelor of Science in Cybersecurity, Bachelor of Science in Information Systems

In addition to the general admission requirements (see General Requirements), a minimum score of 15 must be achieved on the admission's assessment Wonderlic Scholastic Level Exam published by Wonderlic Personnel Test, Inc., for entrance into the Medical Assistant or Information Technology, Cisco and/or Microsoft programs. An applicant who has earned at least nine college credit hours with a minimum cumulative 2.0 GPA on an official transcript from an accredited college or university, or who has earned a degree, may be exempt from the Wonderlic entrance requirement. If an applicant does not initially pass the assessment exam, a second assessment may be taken on the same day. The assessment process for admission to Hallmark University may be completed once per start date and a maximum of three times in a one-year period.

To be approved for Distance Learning in Information Technology or Cybersecurity, applicants must demonstrate I.T. experience through at least one of the following:

- An associate's degree in IT or equivalent (A.S. or A.A.S. acceptable),
- Does not reside in one of the following counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson
- 9 hours of Information Technology coursework completed within the last five years with a 2.5 GPA or better,

- Hold Information Technology certification in network, security, programming, data management, operating systems, or hardware management earned within the last five years; or,
- Submit a resume showing one-plus years of IT work experience, and
- Meet with the Dean of the School of Information Technology.

Associate of Science and Bachelor of Science Degrees

In addition to the general admission requirements (see General Requirements), to be considered for admission into the Bachelor of Science and/or Associate of Science programs, an applicant must meet one of following requirements:

1. Graduated from high school within the top 25 percentile of their graduating class.
2. Taken the ACT or SAT within 12 years of submitting their admission application and met one of the minimum standards listed below:

HS RANK IN CLASS	OLD SAT	NEW SAT	ACT SCORES
Top 25%	no minimum	no minimum	no minimum
Second 25%	≥ 800 SAT	≥ 880 SAT	≥ 17 ACT
Third 25%	≥ 900 SAT	≥ 980 SAT	≥ 19 ACT
Fourth 25%	≥ 1000 SAT	≥ 1080 SAT	≥ 21 ACT
Homeschool or GED Students	There is no minimum SAT/ACT score, but scores must be submitted from the testing agency.		

3. Verification of completion of a minimum of 9 college credit hours with a minimum cumulative GPA of 2.0 on an official transcript from an accredited college or university and determined to be college ready in Texas.
4. Verification of completion of at least an Associate's degree program on an official transcript from an accredited college or university.
5. Texas Ready Passing Scores

Assessment	Math	Reading	Sentence Skills/Writing	Writing Sample
THEA	230	230	220	6
ASSET	38	41	40	6
Compass	39	81	59	6
TASP	230	230	220	5

6. Hallmark University Accuplacer Ready Scores

Assessment	Math	Reading	Writing	Writing Sample
Accuplacer	235	250	**	**6+

***or 5 and 240 on writing*

7. Hallmark University Gateway Scores

   If students receive the following scores on the Accuplacer exam, then they will receive the following status:

   Score: Taken and passed at least one Accuplacer section and no less than 10 points from passing in any area not passed.

   Result: Acceptance into Gateway Program

   Test scores must be submitted for review by the Academic Review Committee to determine college readiness in Texas and/or placement in the Foundations Course.

Applicants are also required to submit a typed essay of at least 250 words outlining why they would like to go into their chosen industry. The essay should include specifics of their degree, strengths they would bring to the industry, and an explanation of long-term goals. If the student feels it is necessary, they may explain any limitations to their acceptance such as low scores on tests or poor transcripts.

To be approved for Distance Learning, in Information Technology, or Cybersecurity, applicants must demonstrate I.T. experience through at least one of the following:

- An Associate's degree in Information Technology or equivalent;
- 9 hours of Information Technology coursework completed within the last five years with a 2.5 GPA or better;
- Hold Information Technology certification in network, security, programming, data management, operating systems, or hardware management earned within the last five years; or
- Submit a resume showing one-plus years of IT work experience.

B.S. Aviation Maintenance Management Completion Degree

In addition to the general admission requirements (see General Requirements), to be considered for admission to the Bachelor of Science Aviation Maintenance Management degree program, an applicant must meet all of following additional entrance requirements:

1. Verification of completion of an undergraduate degree program on an official transcript from an accredited college or university with an undergraduate GPA of 2.50 or higher.
2. Have a current Airframe and Powerplant certification issued by the Federal Aviation Administration (FAA) FAR Part 147.
3. Verification of completion of at least 30 credit hours in Arts and Science that must include:
    a. 6 hours in Composition/Rhetoric
    b. 6 hours in college-level Math above the remedial Math level
    c. 3 hours in Humanities
4. Verification of completion of at least six credit hours of lower division accounting with a grade of C or better.

Applicants are required to submit a typed essay stating their purpose for pursuing a bachelor degree, personal goals as a student in the program and as a future graduate. If the student feels it is necessary, they may explain any limitations to their acceptance such as low scores on tests or transcripts.

RN to BSN

In addition to the general admission requirements (see General Requirements), to be considered for admission to the RN to BSN degree program, an applicant must meet all of following additional entrance requirements:

1. Verification of completion of an undergraduate degree program on an official transcript from an accredited college or university in a nursing program with a minimum of 60 credit hours;
2. Have earned a current unencumbered registered nursing license in the United States.
3. Verification of completion of at least 27 credit hours in Arts and Science that must include at least three credit hours in each Composition/Rhetoric and Quantitative Principles/Mathematics. (Note: An additional 3 credit hours of upper division oral communications coursework will be completed within the RN to BSN curriculum, for a total of 30 credit hours in Arts and Sciences.)
4. Applicants are required to submit a typed essay stating their purpose for pursuing a bachelor degree, personal goals as a student in the program and as a future graduate.

Bachelor of Science in Nursing

In addition to the general admission requirements (see General Requirements), to be considered for admission to the Bachelor of Science Nursing degree program, an applicant must meet all of the following additional entrance requirements:

The competitive selection process is designed to give all qualified applicants an opportunity to be a member of the class while ranking the individuals that have the best potential for success. Initially, each applicant is interviewed by an admissions representative, provided detailed information about the program and screened regarding their qualifications for the nursing program. Minimum qualifications for application include minimum scores of 60% on Composite, Math, and Reading on the TEAS entrance exam and a minimum GPA of 2.0 on any prerequisite courses already completed. When all prerequisite courses are completed, they must have a GPA of 2.5.

There are two levels of Acceptance into this program: Full Acceptance (will be given one of 30 seats in Fundamentals of Nursing 1 (FON 1) without having to rank and compete), and Conditional Acceptance (will have to rank and compete for any of the 30 seats still available).

- **FULL ACCEPTANCE (Exceptional levels are TEAS Composite of 70 and above, TEAS Math of 75 and above, AND TEAS Reading of 75 and above, plus a GPA of 3.0 on prerequisite courses, if taken.):**

- The student applies initially without completing any or all of prerequisite courses, but scores in Exceptional levels on all three areas of TEAS and has a 3.0 GPA for all prerequisite courses if any have been taken. They must be scheduled for ASAP panel interview before Acceptance Committee. They must maintain GPA of 3.0 during prerequisite courses.

- The student applies initially with ALL prerequisite courses completed, scores in Exceptional levels on all three areas of TEAS, and has a 3.0 GPA for all prerequisite courses. They must be scheduled for ASAP panel interview before Acceptance Committee.

- A student who is doing one or more prerequisite courses with us did not meet exceptional levels at admission but does later. Example: They were "conditionally accepted," and after taking most or all of the prerequisite courses, they retake the TEAS and score in the exceptional level and have a GPA of 3.0 in the prerequisite course, then they would be changed to "full acceptance" and not have to rank. They must be scheduled for ASAP panel interview before acceptance status changed.

- **CONDITIONAL ACCEPTANCE:**
  - The student applies initially without completing any or all of prerequisite courses, and scores above minimum requirements of TEAS Composite, Math, and Reading of 60 or higher and GPA of 2.0 if all prerequisite courses are complete, but NOT at exceptional levels in all areas. The student would have to sit for a panel interview and "rank" to get "full acceptance" after all prerequisite courses are completed.

  - The student applies initially ALL prerequisite courses completed and scores above the minimum required in all areas of TEAS and GPA, but NOT an exceptional level in all areas. The student would have to sit for a panel interview and "rank" to be accepted into the program.

NOTE: Any student that applies initially without all prerequisite courses that are given a "full acceptance initially," but must maintain a GPA of 3.0, can be changed to "conditional acceptance" if that does not occur. They would then have to 'rank' to be accepted into the program.

Once the applicant with "Conditional Acceptance" completes or is near completion of the prerequisite courses, they are ranked using a weighted formula that includes TEAS scores in Composite, Math, and Reading, their GPA on prerequisite courses and the nursing interview score. A waiting list will be maintained in the order of ranking for those not given a seat in FON 1.

The class size is determined by a combination of variables, namely the number of clinical groups that can be accommodated by the various healthcare facilities, the instructor's workload and teaching schedule, and the availability of classroom and skills laboratory space. Those with Exceptional Qualifications will be placed first, and any additional seats will be filled from those according to ranking. Applicants who apply to re-enter school after a previous drop or termination, for whatever reason, must be approved by the Re-entry Committee and the Dean of Nursing. They can be readmitted on an individual and space available basis with final approval determined by the Dean of Nursing.

Procedure
Students applying to the nursing program must complete the following admissions steps:

A. Show evidence of standard high school graduation or general education development certificate.

B. Complete the required admissions documents and application and submit the necessary fee(s) stated on the tuition and fee schedule.

C. Complete an informational interview with an admissions representative and tour the school's facilities.

D. Provide official transcripts for the required prerequisite courses with a minimum cumulative GPA of 2.5. Only courses with a grade of "C" or higher and not more than five years old are accepted for credit. If the applicant has been accepted into any previous nursing program (LVN, ADN, BSN) and dropped or was terminated for any reason, they must disclose this information and provide official transcripts and an essay explaining the situation and why they would be successful in this program.

E. Complete the nursing program entrance exam, *Test of Essential Academic Skills* (TEAS). This exam is developed by Assessment Technologies Institute and is administered at Pearson testing centers for an estimate of $100.00. The TEAS tests reading, math, science, and English and language usage. The applicant may take the TEAS twice in the last year and no less than two weeks apart, before completion of prerequisite courses and one additional time before being "ranked," if needed. The minimum scores required are 60% in Composite, Math, and Reading. It is highly recommended that the applicant prepares for the TEAS by obtaining the Study Manual for the Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute. Applicants who have previously taken the TEAS may provide their scores for consideration for admission as long as they were taken within the last year.

F. Complete a Nursing Interview, when requested, with the nursing program Dean or their designee(s) and a representative from the office of the Vice President of Academic Affairs. This interview is scored and used for acceptance and ranking purposes.

G. Consent to a criminal background checks and start the process to receive the "blue card" from the Texas Board of Nursing (TBON) before acceptance. Applicants with a felony conviction will be disqualified from admission. Applicants with misdemeanors, deferred adjudication or other requirements of the TBON will be instructed to submit the declaratory order of license eligibility petition to TBON before initial acceptance and will have to submit that approval letter from the TBON no less than 15 days before the start of Fundamentals of Nursing 1. Applicants required to submit a request for declaratory order are strongly advised to wait until that letter is received before starting pre-requisite courses. If the TBON denies your license eligibility, you will not be refunded the cost of classes already taken.

H. Provide a urine drug screen result that is negative. Applicants are allowed to test only once. If the result is positive, the applicant is deferred from admission eligibility for one year at which time they may re-apply and repeat the entire admission process.

I. The Nursing Acceptance Committee will meet periodically to review and make selections for the class from the applicant files of all qualified individuals that have completed steps A-H of the process. The committee will be comprised of the Dean of Nursing or their designee and a representative from the office of the Vice President of Academic Affairs. Final approval will be the responsibility of the Dean of Nursing.

J. No later than 15 days before the start of FON 1, the student must submit ALL of the following items are they will NOT be allowed to progress in the program, and a student from the waiting list will be chosen to take their seat:

1. Texas Board of Nursing "Blue" card or declaratory letter.
2. Proof of a physical exam not greater than 90-days old. The exam must be signed by a Medical Doctor, Physician Assistant, or Nurse Practitioner.
3. Proof of vaccination (or immunity by titer) for tetanus; measles; mumps; rubella; hepatitis B; varicella; and tuberculosis skin test (or chest x-ray).
4. Proof of flu shoot given since start of current flu season, if applying for the start during August or December admission.
5. Proof of current Health Care Provider CPR Certification from American Heart Association or American Red Cross.
6. Proof of Health Insurance valid for this area.

K. Complete the required forms and information for the financial aid officer (if the applicant is seeking assistance).

L. Disclose if the applicant currently has a student loan in default status, even if not seeking financial assistance.

It is a requirement for admission to the nursing program, that each applicant is interviewed by the program Dean or his/her designee(s) and a representative from the office of the VP of Academics. This interview is scored and used for acceptance and ranking purposes. The purpose of the interview is to assess the applicant's understanding of the demands of a nursing job, characteristics they should possess or must learn to be successful in school and in the profession and their plans/ability to manage time, family, and work during the program.

The guidelines for conducting the interview are clearly defined and must be followed so that scoring remains impartial. The interview is conducted after the applicant has completed the TEAS. Completion of the criminal background check and drug screen is not a pre-requisite to the interview.

The interviewer will have the applicant's file available during the interview containing all of the above items. The admissions counselor will assist the applicant in making an appointment time for the interview with the program Dean.

Master of Science in Nursing Education

In addition to the general admissions requirements (see General Requirements), for favorable admissions consideration to the Master of Science in Nursing Education program, an applicant must meet all of the following entrance requirements:

1. Provide verification of completion of a Bachelor degree program on an official transcript from an accredited college or university.
   a. Applicants with an undergraduate GPA of 3.0 or higher may be admitted in good standing.
   b. Applicants with an undergraduate GPA of 2.5-2.99 may be admitted under caution;
   NOTE: If potential students have earned a minimum of 12 hours of graduate coursework, this may be used to evaluate a student's initial academic standing.
2. Licensure as a Registered Nurse

3. It is recommended that applicants have a minimum of two (2) years full-time clinical nursing experience.

4. Submit a professional resume.

Admissions personnel will evaluate previously completed coursework for eligibility to transfer credit. See Transfer Credit for Previous Education and Residency Requirement. The Dean of the School of Nursing has the authorization to make exceptions to the Master of Science in Nursing Education requirements on a provisional case-by-case basis.

Master of Business Administration/Master of Science in Strategic Leadership

In addition to the general admissions requirements (see General Requirements), for favorable admissions consideration to the Master of Business Administration – Global Management (MBA-GM) or the Master of Science in Strategic Leadership (MSSL) degree program, applicant must meet specific criteria outlined in the following entrance requirements:

1. Graduates of any Hallmark University bachelor's degree (with any or no concentration) program with at least a C cumulative average have no additional requirements.
2. No evidence of a Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) score is required.
3. Applicants with an undergraduate cumulative GPA of 3.0 or higher may be admitted in good standing.
4. Applicants with an undergraduate cumulative GPA of 2.5 – 2.99 may be admitted with caution.
5. Applicants with graduate school credits:
    a. If candidates for MBA-GM/MSSL admission have earned 12 credit hours or more of graduate coursework from an accredited university with a cumulative graduate GPA of 2.5 or higher, they may be admitted in good standing.
    b. If candidates for MBA-GM/MSSL admission have earned fewer than 12 hours of graduate coursework from an accredited university with a cumulative graduate GPA of 3.0 or higher, they may be admitted in good standing.
6. Current resume required.

Graduate admissions personnel will evaluate previously completed coursework for eligibility to transfer graduate-level credit hours, taking into account the provisions in paragraph 5. The Dean of the School of Business is authorized to make exceptions related to MBA-GM admissions to the above-identified requirements, on a case-by-case basis.

Master of Science in Cybersecurity

In addition to the general admissions requirements (see General Requirements), for favorable admissions consideration to the Master of Science in Cyber Security (MSCyber) program, an applicant must meet specific criteria outlined in following entrance requirements:

1. Graduates of Hallmark University's BSIS or BSCS degree programs with at least a C cumulative average have no additional requirements.
2. Other-than Hallmark University IT/Cyber graduates; verification of completion of a technology degree from an accredited university such as computer information systems, computer science, information sciences, database administration, and software engineering will need a minimum of two years' experience preferably in one of the eight CISSP domains of (1) security and risk management, (2) asset security, (3) security architecture and engineering, (4) communication and network security, (5) identity and access management, (6) security assessment and testing, (7) security operations, and (8) software development.
3. For MSCyber candidates not having one of a technology undergraduate degree, experience in one or more of the technology domains in #2 above needs to be for a period minimum of three years.

4. For MSCyber candidates who do not meet the experience requirements, they must possess and present one or more active intermediate or higher-level technology certifications that can substituted for work experience.
5. Current resume required.
6. Applicants with an undergraduate GPA of 3.0 or higher may be admitted in good standing
7. Applicants with an undergraduate GPA of 2.5 – 2.99 may be admitted under caution; NOTE If potential students have earned a minimum of 12 hours of graduate coursework, this may be used to evaluate a student's initial academic standing.

Admissions personnel will evaluate previously completed coursework for eligibility to transfer credit. See Transfer Credit for Previous Education and Residency Requirement. The Associate Dean of the School of Information Technology and Cyber Security has the authorization to make exceptions to the Master of Science in Cybersecurity requirements on a provisional case-by-case basis

GATEWAY PROGRAM

The Gateway Program is designed to provide an applicant who meets the mid-range score on the placement exam, the opportunity to enter Hallmark University under a provisional status. This opportunity will allow the applicant time to prove their academic aptitude for consideration of full acceptance after the evaluation period. At the end of the student's first term, the student's attendance and academic progress will be evaluated.

For full acceptance into the applicable program, the following conditions must be met:

1. Minimum 2.67 Term GPA
2. Course final grades of a "C" or better
3. Not absent more than 15% of the term

If a student does not meet all of the provisional requirements listed, they will not be permitted to continue in the program and will be withdrawn from the University with a status of Cancel. The student will not be charged for the term completed, but the university will retain the registration fee. Status notification will be sent electronically through students' Hallmark University e-mail address.

TRANSFER CREDIT

Credits earned at an institution accredited by an accrediting association recognized by the US Department of Education (USDE) and/or the Council for Higher Education Accreditation (CHEA) that are compatible with the student's degree plan will be considered for transferability. Hallmark University reserves the right to deny credit for specific courses from any college or university, regardless of accreditation and grants no credit for life experiences. All transfer evaluations should be submitted for approval by the Office of the Registrar during the enrollment process and/or within the first grading period of active attendance. A student not currently enrolled may not transfer in course credits to complete Hallmark University graduation requirements. Hallmark University does not offer credit to students for experiential learning. Students will not be awarded transfer credit for a previous practicum/externship earned at another institution.

Hallmark University requires all college-level work subject to transfer credit consideration, be submitted on an officially approved transcript from the originating institution. An officially approved transcript is one sent directly from the originating institution and/or received by the Office of the Registrar at Hallmark University in an envelope sealed by the originating institution. All Veteran's Educational funding students to submit copies of their military and all academic transcripts for evaluation of credit. The university may not grant credit, but the university is required to evaluate the transcripts. Credits transferred will not count toward financial aid eligibility or Veterans Administration benefits.

Transfer credits may be applied under the following conditions:

1. The institution where previous credits were earned, must be accredited by an agency recognized by the United States Department of Education and/or the Council on Post-Secondary Education.
2. Aviation credits must be from an FAA-certified school.
3. Subjects or courses to be transferred must be comparable in scope and content to Hallmark University's Units of Instruction as described in the current catalog.
4. Grades earned must be equivalent to or greater than a "C" for consideration. Hallmark University credit earned with a "D" may transfer from one Hallmark University program to another.
5. Only credit for technical courses completed within the last five (5) years will be considered.

Final approval of transfer credits will be made only after an official transcript is received from the granting institution. Higher level coursework may be awarded as credit for a lower level course. Amount of approvable transfer credits are subject to residency requirements. Where credit is granted, program length and cost will be adjusted as appropriate. If the student receives transfer credit, the student's scheduling track may be affected. A Unit of Instruction comprehensive test and practical projects may be deemed necessary to ascertain proficiency for credit purposes.

Transfer credits accepted from other institutions are shown on the Hallmark University transcript with the original letter grade earned and count as both attempted and earned credit hours. These credits will be used in calculating Satisfactory Academic Progress (SAP) (see Satisfactory Academic Progress) but will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

Residency Requirement

To satisfy the residency requirements, the maximum number of allowable transfer credits through any combination of AP, CLEP, and Military education credits which are deemed acceptable by the Office of the Registrar are as follows: Main Campus 70%, Satellite Campus 75%. An MBA student can transfer a maximum of nine (9) semester credit hours.

Challenging a Course

Any student who wants to challenge a course due to documented education, training or experience, must do so within forty-five (45) days of enrollment. The student must request a personal interview with the Program Dean and present the university course or courses challenged along with documentation of the pertinent knowledge, skills, and/or experience that would fulfill the course requirement (i.e., resume, certification, award or training document). If in agreement, the Program Dean will make a recommendation to the Vice President of Academic Affairs that the student should be allowed to continue with the Course Challenge. If the challenge is approved by the Vice President of Academic Affairs, the Program Dean will arrange for the appropriate instructor to administer a comprehensive examination. The student will prepay the Course Challenge fee for each course to be challenged and a grade of 85% or above is required to successfully obtain credit for the challenged course(s). The student's Course Challenge documentation and examination become a part of the student's permanent record. A course may be challenged only once. All materials including books will be the student's responsibility. Financial aid funds may not be used to pay for a course challenge.

Successfully challenged course credits are shown on the Hallmark University transcript with a "CC" grade count as both attempted and earned credit hours. These credits will not be used in evaluating Student Academic Progress and will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

Course Credit by Examination

Hallmark University will accept course credits that apply to a student's program through "Course Credit by Examination," such as, College Level Exam Program (CLEP), Advanced Placement Program (AP), ACT Proficiency Examination Program (PEP), and DANTES-SF-498. Students must submit official documentation of successfully passing the "Course Credit by Examination" within the first forty-five (45) days of enrollment at Hallmark University.

Credit by "Course Credit by Examination" credits are shown on the Hallmark University transcript with a "CC" grade count as both attempted and earned credit hours. These credits will not be used in evaluating Student Academic Progress and will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

ATTENDANCE POLICIES AND STANDARDS

GENERAL ATTENDANCE POLICY

Hallmark University is an attendance taking institution and attendance is taken daily in every course assigned to each day. Attendance is extremely important to your professional development and your success while at Hallmark University. Class attendance is the student's responsibility, and each student is expected to attend class daily and arrive on time. An official record is maintained of each student's attendance covering his or her entire period of enrollment.

There are no excused absences, and all absences are recorded and monitored. It is the student's responsibility to contact their instructor, Student Success, or their Academic Dean when they may tardy, or anticipating an absence. A series of consecutive absence in any course or combination of courses or missing 20% or more of the scheduled hours in grading period is considered excessive absenteeism. Excessive absenteeism a violation of the Professional Code of Conduct and may result in probation and/or termination. Students whose enrollment is terminated for violation of the attendance policy while on Attendance Probation, may apply to reenter after at least one full grading period has passed. See Re-Entry Policy.

Main Campus

Any student who misses more than one (1) school day within the first six days of the first term may have their enrollment agreement canceled.

Satellite Campus

In addition to the General Attendance Policy, College of Aeronautics students must also meet the FAA program requirements. FAA regulations require that any subject material missed be made up. Make-up work cannot be used to meet overall minimum program attendance requirements. The instructor will assign make-up work based on the course content missed by the student during their absence(s). Once all make-up requirements necessary to demonstrate proficiency in the missed area are met, the approved make-up time is entered in the student records. Make-up time will not replace an absence.

ATTENDANCE PROBATION

Excessive absenteeism during a grading period may result in a student being placed on Attendance Probation to alert the student and administration to the need of correcting attendance problems which could cause an adverse impact on the student's academic progress. Any student placed on attendance probation who meets the attendance requirement for the probationary term will be removed from the probation status effective the following grading period. The following probationary sequence will result for any student who misses 20% or more of the grading period:

1. **Attendance Probation I**: For one (1) grading period. Failure to comply with attendance policy will result in an additional term of probation.
2. **Attendance Probation II**: For the following grading period. Failure to comply with attendance policy will result in an additional extended probationary term.
3. **Extended Attendance Probation**: For the following grading period during which the student may lose financial aid eligibility. Failure to comply with the attendance policy while on extended probation will result in Termination.

The attendance records of students on probation will be reviewed at the end of each grading period. Any student whose attendance percentage does not indicate improvement may be dismissed from school before the end of the grading period.

Leave of Absence Policy

Hallmark University recognizes that there may be times when, due to extreme circumstances, a student may need to temporarily take time away from attending school. In such cases, an Academic Dean, Vice President of Academic Affairs, or the Associate Dean of Student Success may authorize a Leave of Absence (LOA). In a 12-month calendar period, a student may be granted no more than two leaves of absence that combined do not exceed 180 calendar days. If the LOA is granted, it is understood that the projected graduation date will be extended based on the schedule of available courses to complete the program.
Reasons for a leave of absence include, but are not limited to:

Serious student or immediate family member medical problems

Military duty

Death of an immediate family member

A leave of absence can only be initiated by a signed request from the student detailing the reason(s) for the leave. This information is then submitted for approval to an Academic Dean, Vice President of Academic Affairs, or the Associate Dean of Student Success. If approved, on the date of return from the LOA, the student is expected to resume attending their scheduled courses. If necessary, the student may submit a signed request for an extension of their leave and provide any supporting documentation that justifies their inability to return at the previously defined date (i.e., medical documentation, military orders, etc.). Any student who fails to attend on the determined date of return may be terminated for failure to return from a leave of absence.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progression in their program will be available at that time.
- Students will be required to repeat any course they withdrew from before receiving a final grade.
- Tuition costs may be affected.
- Time away from school while on an approved LOA does not count as an absence.
- Students are expected to meet all financial obligations while on leave.

ACADEMIC POLICIES AND STANDARDS

GENERAL ACADEMIC POLICY

Each program of study will entail varying amounts of coursework and preparation time outside the regular classroom. Scheduling of classes offered each grading period is done at the discretion of the university. Lecture and laboratory hours listed are appropriate to the competency-based design of our curriculum.

Students are expected to maintain certain academic standards during their enrollment at Hallmark University. At the end of each grading period, student progression is evaluated to determine whether or not each individual is proceeding satisfactorily. Students who fail to maintain the minimum standards may be placed on academic probation and/or may be placed on Academic Dismissal which will result in termination of their enrollment. Students whose enrollment is terminated for failure to maintain Satisfactory Academic Progress (SAP), may apply to reenter after at least one full grading period has passed. See Re-Entry Policy.

Academic Freedom Policy

Hallmark University is committed to ensuring the free pursuit of responsible inquiry to its faculty and students. Faculty and students are afforded the intellectual freedom to exchange ideas, debate issues, and conduct scholarly research in authentic academic areas of knowledge without fear of censure or retribution. The school maintains its ethical integrity by assuring all inquiry is made objectively, according to established methods of scientific investigation, and that the search for truth takes place in a climate of respect and tolerance so that controversial subjects or opposing views may be adequately presented, so that each may hear, learn, and decide for him/herself.

Members of the learning community must accept some basic limitations on freedom of expression, such as those which arise out of a community fostering values of truthfulness, mutual respect, moral integrity, decency, and self-restraint. Based on these values, minor limitations on freedom are necessary so that open inquiry and the free pursuit of truth are assured. Faculty members have a responsibility to respect the bounds of their own areas of competence in teaching and scholarship. They should exercise self-restraint in expression in areas outside their particular competencies, especially on controversial issues. While Hallmark University affirms intellectual diversity, students and faculty members should understand that the purpose and scope of the University bylaws may appropriately place some limits on freedom of expression.

Academic Honesty Policy

Based upon its philosophy of education, Hallmark University is strongly committed to academic excellence, honesty, and personal integrity. Students are expected to do their own work and to receive no unauthorized assistance during quizzes, examinations, papers, assigned projects, etc. Hallmark University expects all students to maintain a high standard of ethics in the area of academics. Any form of academic dishonesty is considered a serious matter as it is a violation of the trust upon which an academic community depends.

Academic Dishonesty is a violation of the Professional Code of Conduct and include, but are not limited to:

1. Cheating on tests, examinations, or other class/laboratory work.
2. Plagiarism - The appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Students can avoid the risk of plagiarism in written work or oral presentations by clearly indicating the source of any idea or wording that they did not produce through the use of internal citations and a Reference page. Sources must be given regardless of whether the idea, phrase or other material is quoted directly, paraphrased or summarized in the student writer's own words. Direct quotes must always be placed in quotation marks in addition to the other citation information that is required.
3. Collusion - The unauthorized collaboration with another person in preparing coursework or research papers offered for credit.
4. Receiving, Using or Having Access to Unauthorized Aid - Using unauthorized notes, technology or other study aids during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or on an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; submitting work done in class taken without the instructor's permission; submitting work done in a prior term without the instructor's permission when the student is retaking that course; obstructing or interfering with an another student's academic work; undertaking any activity intended to obtain an unfair advantage over other students.
5. Giving Unauthorized Aid - Aiding another person in an act that violates the standards of academic honesty. Examples include allowing other students to look at one's own work during an exam or on an assignment where collaboration is not allowed; unauthorized editing or revising of another student's work; providing information, material, or assistance to another person in a form that is likely to be used in violation of course, departmental, or college academic honesty policies; failing to take reasonable measures to protect one's work from copying by others.

6. Misuse of a Student's Username and Password - The username given to students and the password that they set authorize student access to course materials through Blackboard or other password-protected sites. Students are responsible for protecting their access to these materials, many of which are copyrighted.

Instructors are required to inform the Vice President of Academic Affairs and the Academic Dean of the student's program of study in writing of any incidence of "Academic Dishonesty." The Vice President of Academic Affairs or the Academic Dean will confer with the student and/or instructor involved to determine sanctions. Sanctions for a student's academic dishonesty vary according to the nature and the seriousness of the offense and an instructor may:

1. Require a student to redo a class/laboratory assignment that involved dishonesty.
2. Record an F (Failure) for a particular test, examination, UOI, class/laboratory assignment that involved dishonesty.
3. Record an F (Failure) for a final course grade that involved dishonesty.

Unsatisfactory conduct in the area of "Academic Dishonesty" may result in the student's dismissal from Hallmark University.

Academic Grading Period Definition

Main Campus: A grading period is defined as nine (9) weeks for day, evening and online program courses. Two (2) grading periods are considered one (1) academic semester for day, evening and online program courses.
Satellite Campus: For day program courses, a grading period is defined as nine (9) weeks. Two (2) grading periods are considered one (1) academic semester for day program courses. For evening program courses, a grading period is defined as thirteen (13) weeks. One (1) grading period considered one (1) academic semester for evening program courses.

Full-Time Status Definition

Main Campus: A full-time student is defined as one who attempts twelve (12) credits over two (2) 9-week grading periods for day, evening and online program courses.
Satellite Campus: A full-time student is defined as one who attempts twelve (12) credits over two (2) 9-week grading periods for day program courses. For evening program courses, a full-time student is defined as one who attempts twelve (12) credits over one (1) thirteen (13) week grading period which is considered one (1) academic semester for evening program courses.

Credit Hour Definitions

Semester credit hours at Hallmark University are based on the clock hour/semester credit hour conversion formula commonly used by postsecondary institutions, colleges, and universities. The clock hour/semester credit hour formula provided by the U.S. Department of Education is utilized only when determining student eligibility for Title IV funds.

A clock hour is defined as 50 minutes of instruction in a 60-minute period. Semester hours are calculated at the rate of fifteen (15) to sixteen (16) clock hours of lecture time or thirty (30) to thirty-two (32) clock hours of laboratory time for each semester hour.
Three program specific exceptions exist for the following areas of study:

- AAS Medical Assistant – Externship is at the rate of at least 160 clock hours per one credit hour.
- School of Business - Internship is at a rate of 160 clock hours per three credit hours.

Course Numbering System

Main Campus: A three, four or five-letter prefix is used to identify the subject area (Example: ENGL is Composition). A four-digit number follows the prefix (Example: ENGL1301). The first digit indicates the level of the course (Example "1" is a freshman level; "2" is a sophomore level). The second digit identifies the credit-hour value of the course (Example: ENGL1301 is three credits, and MDCA1443 is four credits). The third and fourth digits establish possible course sequencing; however, the sequencing may vary. Institutional course numbers are used for technical courses that have content that does not correspond to an existing Workforce Education Course Manual (WECM) course.
Satellite Campus: A three-letter prefix is used to identify the subject area (Example: PPS is Powerplant Systems). A four-digit number follows the prefix (Example: PPS2122). The first digit indicates the level of the course (Example "1" is a freshman level; "2" is a sophomore level). The second and third digits identify the credit-hour value of the course. In General Education and General Science courses, the 2nd digit indicates the number of credits (Example: ENGL1301 is three credits, and AGS1611 is six credits). The third and fourth digits establish possible course sequencing; however, the sequencing may vary. In Powerplant and Airframe Systems, the 2nd and 3rd digits definitions may vary. See Course Descriptions to verify course credit value and sequencing.

Prerequisites

Prerequisites are stated for numerous courses listed in this catalog. They are identified in the Course Descriptions and scheduled accordingly. Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to ensure all prerequisites are met before starting any course. If a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission from the appropriate Academic Administrator or the appropriate Program Chair to be enrolled in the course.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

To meet federal guidelines governing the distribution of student financial assistance in Title IV HEA programs, Hallmark University is required by federal regulation to monitor student progression toward completion of an undergraduate, graduate, and professional degree. Students who fall behind in their coursework or fail to achieve minimum standards for GPA and completion of classes in a timely manner may lose their eligibility for all types of federal, state, scholarship and institutional aid administered by the Office of Financial Planning.

To maintain satisfactory academic progress and remain in good academic standing, the following three requirements must be met:

1. Progression towards completion of a program - time attended or credit hours attempted versus credit hours earned.
2. Complete program requirements within 1.5 times the specified length - not including LOAs or school holidays.
3. Acceptable Interval minimum GPA as defined on program SAP Tables for progression towards completion based on a 4.0 scale.

SAP TABLES		
Program Criteria	**Credits Attempted**	**Minimum GPA**
55-75 Credits	0 - 18	1.50
	19 - 36	1.60
	37 - 54	1.80
	55 or more	2.00
75-100 Credits	0 - 14	1.50
	15 - 26	1.65
	27 - 52	1.75
	53 - 78	1.90
	79 or more	2.00
100 or more Credits	0 - 18	1.40
	19 - 36	1.50
	37 - 54	1.60
	55 - 72	1.70
	73 - 90	1.80
	91 - 108	1.90
	109 or more	2.00
Graduate Degrees	0 - 9	1.60
	10 - 18	2.00
	19 - 27	2.50
	28 - 36	3.00

Student compliance related to SAP is evaluated at the end of each term after all final grades have been posted. This review determines academic eligibility for the very next grading period. Every student who applies for financial aid must be achieving Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial assistance offered for the projected terms is subject to cancellation if the minimum standards of SAP have not been met in the term under evaluation. Status notification will be communicated electronically through students' Hallmark University e-mail address. Due to the minimal time between terms students are advised to check their SAP status through their student portal account at the start of every term.

Students meeting the minimum interval GPA of their program standards at the end of the term will be in a SAP Met status and will have achieved Good Academic Standing. Students in SAP Met status may participate in all financial aid programs provided they meet all other eligibility criteria, subject to the availability of funds. Students not meeting the minimum interval GPA of their program standards at the end of any term will be in a SAP Not Met status. Any student not meeting SAP will be put on Academic Probation which may result in a loss of financial aid eligibility.

Academic Probation

If a student fails to meet satisfactory academic progress, the student will be placed on probation. The probationary period is nine (9) weeks for day and nine (9) weeks for evening on the Main Campus; nine (9) weeks for day and thirteen (13) weeks for evening on the Satellite Campus. A student

who meets satisfactory academic progress standards during the probationary period will be removed from probationary status. A student who does not meet satisfactory academic progress may be put on Extended Academic Probation.

Extended Academic Probation

Failure to meet SAP while on Academic Probation will result in a student being placed on Extended Academic Probation. While on Extended Academic Probation, students will lose financial aid eligibility and may be required to pay out of pocket for the upcoming term, drop from their program for inability to pay or be terminated for continued failure to achieve good academic standing.

Students on Extended Academic Probation who wish to remain in school should apply for an Academic Appeal. If approved by the appeal board, the student may remain in school on Extended Academic Probation. However, they are not eligible to receive Title IV, HEA program funds but may continue to enroll at their own expense until SAP standards are met. Students who wish to be reconsidered for financial aid eligibility, are required to submit a Financial Aid Appeal for review.

Academic Appeal

The Academic Appeal form and any documentation regarding the student's reason for failing to meet SAP and their plan to rectify their academic standing must be submitted to the Academic Office before the student is allowed to attend class. Due to the minimal timeframe between terms, after submitting the Appeal form, a student will be permitted to attend the class for the first five days of the term, while a decision is reached by the appeal board. If the academic appeal is approved, the student will have to meet with an Academic Advisor and complete an Academic Success Plan. The Academic Success Plan will detail how the student will comply with SAP requirements by the end of the term or by a specific point in time. The Academic Advisor, along with the student, will provide Financial Planning or Student Accounts with the academic plan, so payment arrangements can be made for any additional cost associated with retaking courses.

Students on Extended Academic Probation approved for an Academic Appeal, are required to submit a Financial Aid Appeal form for review if they wish to be reconsidered for financial aid. Students on any Academic Probation that meet SAP standards at the end of the term or in a specified grading period will go to SAP Met Status. If Satisfactory Academic Progress is not met or progress is not made according to the Academic Success Plan, all financial aid eligibility will again be suspended, and the student status may be on Academic Dismissal and terminated from their program.

Financial Aid Appeal Process

Students on Extended Academic Probation applying for, or having an approved Academic Appeal, are required to submit a Financial Aid Appeal form for review if they wish to be reconsidered for financial aid. Financial Aid may be reinstated if the failure to meet SAP requirements while on Academic Probation was due to mitigating circumstance(s), i.e., extenuating medical/personal issues, childbirth, the death of a relative, and/or other special circumstances.

The following documents must be provided directly to any Financial Planning Officer to begin the appeal process:

- Financial Aid Appeal form;
- Approved Academic Appeal form;
- Copy of the Academic Success Plan (if completed);
- Any related supporting documentation and;
- A typed and signed letter answering the following two questions:
    - What, in detail, prevented you from meeting SAP during the probationary term?
    - How has your situation changed that will allow you to meet SAP requirements and comply with your Academic Success Plan during the evaluation period?

Students whose Financial Aid Appeal is approved will have their academic status changed from Extended Academic Probation to Probation II, and Financial Aid will be awarded for one grading period and/or the length of the Academic Success Plan. Students on Academic Probation II that meet SAP standards at the end of the term or in a specified grading period will go to SAP Met Status and their Financial Aid will be fully reinstated. If Satisfactory Academic Progress is not met or progress is not made according to the Academic Success Plan, all financial aid eligibility will again be suspended, and the student status may be on Academic Dismissal and terminated from their program.

The decision of the appeals committee is final. If denied, students must be prepared to pay the cost of tuition (out of pocket) to remain in school. A student may repeat the Financial Aid Appeal Process following a denial after completing one grading period.

Academic Dismissal

If Satisfactory Academic Progress has not been met at the end of the evaluation period for a student on Extended Academic Probation or Financial Aid approved Probation II, the student will be placed on Academic Dismissal and terminated from their program. Any students terminated for failure to meet SAP while on probation will only be permitted to apply for Reentry after one complete grading period has passed since their termination date except for the nursing program. Nursing students terminated for academics will not be permitted to apply for re-entry into the nursing program.

Reentry

Any student interested in returning to Hallmark University must adhere to the following process to gain approval to resume their education. A student whose enrollment was terminated for unsatisfactory attendance or unsatisfactory academic progress while on probation, may apply to be readmitted after one (1) complete grading period. Students returning from academic/attendance termination will be placed on extended probation for one (1) complete grading period upon their return and are not eligible for Title IV funds until they satisfactorily complete their probationary period. Individuals may not be admitted for re-entry if the conditions that caused the attendance/academic problems have not been resolved.

Reentry applicants must complete all aspects of the reentry process before the scheduled new start date. The reentry process is as follows:

1. Completion of all educational paperwork.
2. Completion of all Financial Planning paperwork.
3. An acceptable in-school payment program agreement (if applicable).
4. Approved by the Reentry and/or Acceptance Committee.

Reentry to Hallmark University may occur only at the beginning of a grading period and is based upon seat availability. If the student fails to complete all required paperwork, then he/she will have to wait until the next scheduled start date to resume their education. Individuals denied re-entry may appeal to the Provost in writing and will be responded to within five (5) business days. See Student Appeals Procedure for Academic, Attendance or Conduct Dismissal.

GRADE POINT AND GRADE POINT AVERAGE (GPA)

GPA is calculated by dividing the total number of quality points (QP) earned as assigned to the received letter grade of each course taken, by the combined number of credits hours attempted with each course. If a course is repeated, only the highest grade is used in calculating the University cumulative grade point average.

Transfer credits accepted from other institutions are shown with the original letter grade earned and count as both attempted and earned credit hours but will not be used in calculating the University cumulative grade point average. Only credits earned with a "C" or higher will be considered when evaluating transfer credit from another institution. See Transfer Credit.

GRADE QUALITY POINTS (QP) 4.0 SCALE

Grade	Point
UNIVERSITY CREDITS	
P – Pass/Fail	4 per credit hour
A	4 per credit hour
B	3 per credit hour
C	2 per credit hour
D	1 per credit hour
F	0 per credit hour
F – Pass/Fail	0 per credit hour
TRANSFER CREDITS	
TA	4 per credit hour
TB	3 per credit hour
TC	2 per credit hour
DROP GRADE	
WF – Withdrawn Failing	0 per credit hour

GRADE NOT CALCULATED IN GPA

INCLUDED IN CREDITS ATTEMPTED & EARNED	
CC	Challenge Credit (Dual/TEST/Military)
INCLUDED IN CREDITS ATTEMPTED / NOT EARNED	
W	Withdrawal
WP	Withdrawal - Passing
WM	Withdrawal - Military
PASS/FAIL GRADES	
PA	Passed
NP	Not Passed
AUDITS AND INCOMPLETES	
AU	Audit
I	Incomplete

GRADE SCALE

GRADE		LOW	HIGH	QP'S
A	Excellent	90	100	4
B	Good	80	89	3
C	Fair	70	79	2
C	C - Nursing & Aviation	75	79	2
D	D - Gen-Ed Courses	60	69	1
F	F - Nursing & Aviation	0	74	0
F	Failure	0	59	0
PASS/FAIL GRADES				
P	Pass/Fail Passing Cr	0	0	4
F	Pass/Fail Failed Cr	0	0	0

Incomplete Grades

A student who has fulfilled attendance requirements, but has not satisfactorily completed all academic work and/or projects, will be assessed a temporary grade of "I." If academic deficiencies are not completed within three business days following the last day of class for the grading period, a grade will be calculated based on student's performance, and a course retake may be required. All students are expected to complete academic requirements within the scheduled term. If a serious circumstance prevents the completion of work, the student must secure approval from the instructor to gain a coursework extension.

Failing Grades and Repetition of Courses

During a student's tenure at Hallmark University, any failed course required by the program must be repeated. All repeated courses are billable at the current rate. If it is necessary to repeat a course due to failure, Hallmark University will allow a student to repeat the course twice. If the student fails the course on their last allowed attempt, the student will be terminated from the program. Any exceptions to this policy must be

approved by the Vice President of Academic Affairs. If a retake is required, the projected graduation date may be extended based on the rescheduling and the failed course(s) and courses remaining to complete the program. Scheduling of repeated courses is based upon seat availability and prerequisite course requirements.

Every program required course taken is included in the total credits attempted and counted against the maximum allowable program length. All grades and statistics are recorded on the students' transcript. Failing grades will affect the students GPA until the course is successfully repeated. The highest grade is used in calculating into the final cumulative GPA.

Course Withdrawals

A student who withdraws from a course due to a Leave of Absence will receive a grade of "WP" (zero grade points). The "WP" grade does not affect the GPA or Satisfactory Academic Progress. If a "WP" grade is issued, a student must retake the entire course to receive a passing grade. It is typically in the best interest of the student to complete any course already started before going on LOA.

Program Withdrawals

Conditions may arise requiring the student to withdraw from Hallmark University. When this occurs, any course that was attended but not completed will receive a grade of "WF" with zero grade points that are calculated into the cumulative student GPA. The Academic Dean and the Vice President of Academic Affairs may conduct an exit interview. The Financial Planning Office will calculate a revised tuition charge or refund. If a student who withdraws has received financial aid, he/she may be subject to the loss of some or the entire financial aid award and may be held responsible for repayment of the financial assistance to the lender or the University.

Grades, Progress Reports, and Transcripts

Students will be able to review their final grades for each term at the end of each grading period through the "My Academics" tab in Student Campus Portal. Students can also obtain an unofficial transcript Student Campus Portal. Progress Reports are available at the student and/or sponsor's request from the Office of the Registrar. The first official transcript of a completed program is free, and a charge is assessed thereafter for each official or unofficial transcript. A student can request an official transcript through the Office of the Registrar, for a fee before graduation, in person or in writing. A third party request for transcript request must be in writing and signed by the student. All obligations to Hallmark University must be met before any documents will be released. The written request must include a valid mailing address and telephone number. After receipt of the request, the transcript will be processed by the Office of the Registrar in a timely manner.

GRADUATION POLICIES AND STANDARDS

Graduation Requirements and Documents Awarded

Undergraduate Degree Programs

All undergraduate degrees will be awarded to students who complete the applicable program requirements with a minimum 2.00 cumulative grade point average. Program requirements include the following criteria:

1. Completion of all required clock/credit hours assigned to each academic program.
2. Completion of all program requirement within 1.5 times the specified length of each program.
3. A passing grade in all required program courses.
4. Meeting the residency requirement pertaining to each program and campus. See Residency Requirement.

Graduate Degree Programs

- Graduate students are required to successfully achieve a passing grade on their thesis or capstone project to earn the degree.
- Graduate students must be in "Active" enrollment status during the term they submit their final thesis or capstone project.
- Graduate students must have achieved an overall minimum of a 3.00 GPA in their program of study to earn the degree.
- Graduate students must satisfy all HU-SOGS degree requirements, successfully pass all required courses, and achieve a passing grade on their thesis or capstone project to have the degree bestowed and to participate in the graduation ceremony.

Student participation in the graduation ceremony does not confirm automatic fulfillment of graduation requirements or that a degree will be awarded. Fulfillment of all financial obligations to Hallmark University and completion of all exit paperwork and requirements including attending the Exit Interview must be met before a graduation packet, including transcripts, can be released.

Awards Program

Students may qualify to graduate Summa Cum Laude by holding a final grade point average of 3.90 or above, Magna Cum Laude with a grade point average of 3.75 through 3.89 and Cum Laude with a grade point average of 3.50 through 3.74.

GRADUATE (ALUMNI) REFRESHER POLICY

A Hallmark University graduate who desires updated training to meet licensing, credential, and/or training requirements, may be admitted to audit a desired course within two years of graduation. The graduate must be employed in his/her field or actively seeking employment in his/her field of study. The refresher course must be part of a previously taken training program, or its replacement program course, at the University. This is offered to prepare Alumni move progressively in their field or to reenter into the workforce by getting up to speed with recent industry improvements.

A graduate of Hallmark University may refresh a course that meets these criteria tuition-free, provided all financial obligations to Hallmark University are current. The student is responsible for the cost of books and other course-related expenses. Graduates refreshing or updating a class must comply with current school standards and regulations. Admittance is based on class and space availability. Hallmark University has the flexibility to discontinue or limit the Graduate Alumni Refresher and Update Policy at their discretion.

ACCEPTANCE OF CREDITS BY OTHER INSTITUTIONS

In the United States system of higher education, every institution sets its own standards and criteria for the acceptance of coursework completed by a student at another institution. Even though a student has taken and completed a Hallmark University course/program, no Hallmark University employee can guarantee the transferability of credit to any other institution in whole or in part.

FINANCIAL POLICIES AND STANDARDS

STUDENT FINANCIAL PLANNING

Hallmark University maintains Student Financial Planning offices with trained officers who assist the individual applicant in the completion of all documents applicable to the various federal, state and/or private sources of student financial aid. Several financial aid programs are available to help students finance their education. If on the basis of an approved needs analysis, the student and/or family is unable to provide for all educational expenses, our trained Student Financial Planning officers will help to determine the combination of grants and/or loans that would best meet the student's needs. Applications for and information about financial aid assistance availability may be obtained through the university's financial planning offices.

STUDENT PAYMENT AND FINANCING

Tuition and fees are normally payable in advance. Monthly payment plans may be individually approved. The following student financial aid programs are available to qualified students depending upon fund availability:

Federal Pell Grant
Federal SEOG Grant
William D. Ford Federal Direct Loan

The programs are funded annually by the Federal and State Government agencies. Funding levels may vary from year to year. Interest rates on the Federal Direct Loans are variable and established each July 1st by the Department of Education. Please check with the university's financial planning office for current rates.

Cancellation Policy

Students wishing to cancel their enrollment should contact their admissions representative. The address and telephone number of the university are on the front of the enrollment agreement. A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed. If a student cancels the enrollment after 72 hours from the date of signing the enrollment agreement and/or before attending class, the university will retain the registration fee.

Withdrawal/Termination Policy

The University reserves the right to terminate a student before completion of the program upon determination that a student is not complying with Hallmark University's rules, such as the misconduct policy, attendance policy, satisfactory academic progress policy, or is not suited to the field of study. Students who are terminated or withdraw from Hallmark University may be entitled to a refund of tuition paid in advance or may owe funds to the university to cover unpaid tuition. The university may attempt to collect any funds from a student that the university was required to return to the financial aid programs and/or funds received from a third-party.

TUITION AND FEES REFUND POLICY

Main Campus and Satellite Campus Programs

1. If a student terminates or withdraws, the university will retain the registration fee.
2. Students officially withdrawing will receive a refund on tuition based on the date of official withdrawal and the applicable percentage as listed below:
    a) 100% before the first class day of the term
    b) 70% during class days one (1) through day thirteen (13)
    c) 25% during class days fourteen (14) through day fifteen (15)
    d) 0% after the fifteenth (15) calendar day

All academic calendar days are considered for refund purposes, not only the days the student is scheduled to attend class.

RETURN OF FEDERAL STUDENT FINANCIAL AID POLICY

All students who have been awarded federal student financial aid and withdraw, stop attending, or are terminated, are subject to a recalculation of their federal student financial aid eligibility.

Return of Federal Student Financial Aid Formula

If a student has completed 60-percent or more of the payment period in which the drop occurs, then the student has earned 100 percent of the federal financial aid from which they are otherwise eligible for the payment period. There is no loss of federal financial aid.

If a student has completed less than 60 percent of the payment period, then the percentage of the payment period completed is the percentage of Title IV funds earned by the student. The earned financial aid will often be less than the amount disbursed, and a portion must be returned. The student is obligated to pay Hallmark University any outstanding balance due under Hallmark University's refund policy.

The calculation is based on the number of calendar days in the payment period, including weekends; and, excluding scheduled breaks of five (5) days or more, leaves of absence, and time-out because of a rephrase (change in an educational program). If a student is entitled to post-withdrawal loan disbursement, the borrower must respond to the university's notice of the intended disbursement within 14 days. Federal student financial aid recipients considering withdrawing from Hallmark University should contact their university's Student Financial Planning Office before they stop attending and ask for a recalculation of their federal financial aid eligibility. Federal student financial aid funds must be returned to the federal programs in the following order, up to the amount disbursed in each program for the payment period:

Direct Unsubsidized Stafford Loans
Direct Subsidized Stafford Loans
Direct PLUS received on behalf of the student
Federal Pell Grants
Federal SEOG Program Aid
Other grants or loan assistance authorized by the Title IV of the HEA.

Any required refunds of Title IV funds will be consummated within 45 days after the effective date of termination.

Tuition Assistance Program Refund Policy (Main Campus and Satellite Campus)

This refund policy only applies to the course or courses that the student was enrolled in and had posted attendance for at the time of withdrawal; payment must have been paid or authorized by Tuition Assistance Program Funds. The policy applies to the Tuition Assistance portion only. Any refund due of Tuition Assistance Program Funds will be returned directly to the military service, not to the service member.

The Tuition Assistance Program will receive a refund on the portion of the tuition paid based on the date of official withdrawal and the applicable percentage of a nine (9) week term:

1. 100% before the first class day of the term.
2. 95% during week one (1) of the term.
3. 75% during week two (2) through week three (3) of the term.
4. 55% during week four (4) through week five (5) of the term.
5. 0% during week six (6) through week (9).

The Tuition Assistance Program will receive a refund on the portion of the tuition paid based on the date of official withdrawal and the applicable percentage of a thirteen (13) week term:

1. 100% before the first class day of the term.

2. 90% during week one (1) through week two (2) of the term.
3. 75% during week three (3) through week four (4) of the term.
4. 55% during week five (5) through week seven (7) of the term.
5. 0% during week eight (8) through week thirteen (13).

Refund Policy for Students Called to Active Military Service

For a student of Hallmark University who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard, the following will apply:
If tuition and fees are collected in advance of the withdrawal, a withdrawal calculation will be calculated for any tuition, fees, and other charges paid by the student for the program up to the last day of attendance. Tuition credit will be applied for the portion of the program the student did not complete following withdrawal. A grade of "WM" withdrawn military will be assigned for the courses the student is currently attending. If applicable the assignment of an appropriate final grade or credit for the currently enrolled course(s) in the program, but only if the instructor(s) of the program determines that the student has satisfactorily completed at least 90 percent of the required coursework for the course and demonstrated sufficient mastery of the course material to receive credit for completing the course for Main Campus Students only. Satellite Campus students are required to complete 100% of the hours in the course before the assigning of a final grade.

The student has the right to re-enroll in the program, or a substantially equivalent program if the current program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid contract balance.

Refund Policy for Single Subject (NDS) Enrollment

Any student who is enrolled in a Non-Degree Seeking (NDS) Single Subject classification who withdraws, is terminated or discontinues at any time after the cancellation period and before completion of the NDS enrollment, is not entitled to a refund.

School of Allied Health

Medical Assistant

Martha Fessler School of Nursing

RN to BSN
B.S. Nursing
M.S. Nursing Education

School of Business

A.S. Business Administration
B.S. Business Administration
B.S. Business Management
B.S. Aviation Maintenance Management
M.B.A. Global Management
M.S. Strategic Leadership

School of Information Technology

A.A.S. Information Technology - CISCO
A.A.S. Information Technology - Microsoft
B.S. Information Systems
B.S. Cybersecurity
M.S. Cybersecurity

College of Aeronautics

A.A.S. Airframe and Powerplant Technology
A.A.S Airframe Technology
A.A. S Powerplant Technology

School of Allied Health
and
Martha Fessler School of Nursing

Associate of Applied Science Medical Assistant

With the healthcare industry continuing to expand, Medical Assisting has become one of America's fastest-growing career fields. At Hallmark University, our medical assistant degree program prepares students for entry-level positions as a medical assistant in medical offices, clinics, and other healthcare settings. The medical assistant program provides students with hands-on training and education in pharmacology, laboratory procedures, medical law, patient care, and the health sciences. These skills give them the background and qualifications to fill a diverse range of duties in a healthcare facility. Furthermore, the program provides a comprehensive background in theory, administrative procedures, clinical skills, and office management. Additionally, students will be enrolled in an externship course designed to prepare students for their career with a non-paid 160-hour clinical experience. This program will prepare students to sit for national certification exams including Registered Medical Assistant (RMA) through the American Medical Technologist (AMT) and Certified EKG Technician Certification (CET) through the National Health Career Association. The Associate of Applied Science Degree Medical Assistant program consists of 66 semester hours, 1298 contact hours, and is 63 weeks in length.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 3 Credits					
Academic Success	3	HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 23 Credits					
Behavioral & Social Studies	3	GOVT2304	Introduction to Political Science	3	48
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Natural Science	8	BIOL2401	Anatomy and Physiology I	4	80
		BIOL2402	Anatomy and Physiology II	4	80
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 40 Credits					
Health Information	9	HITT1301	Health Data Content Structure	3	48
		HITT2335	Coding and Reimbursement Methodologies	3	64
		HITT2340	Advanced Medical Billing and Reimbursement	3	64
Medical	30	MDCA1254.3	Registered Medical Assisting Exam Preparation/Review	2	48
		MDCA1305	Medical Law and Ethics	3	48
		MDCA1313	Medical Terminology	3	64
		MDCA1317	Procedures in a Clinical Setting	3	64
		MDCA1321.1	Administrative Office Procedures/Medical Administrative Insurance	3	48
		MDCA1344	Electrocardiology	3	64
		MDCA1348.1	Pharmacology	3	64
		MDCA1352.1	Phlebotomy Clinical Procedures	3	64
		MDCA1402.1	Human Disease/Pathophysiology	4	80
		MED2301.1	Mobility Procedures in Clinical Setting	3	64
Practicum	1	MDCA2164	Practicum-Medical Assistant	1	66

MARTHA FESSLER SCHOOL OF NURSING

RN to BSN (Bachelor of Science Nursing)

The RN to BSN program expands knowledge in areas of research, theory, leadership, community concepts, healthcare policy, therapeutic interventions, and current trends in healthcare. The program offers coursework that is specifically designed for students to increase their understanding of advanced nursing roles.

Students pursuing this completion degree must have a current unencumbered registered nursing license in the United States, have obtained an undergraduate degree in a nursing program from an accredited college or university with verification of completion of at least 27 credit hours in Arts and Science that must include at least 3 credit hours in Composition/Rhetoric, Quantitative Principles/Mathematics, Humanities/Fine Arts, Behavior/Social Science and Natural/Physical Science. An additional 3 credit hours of upper division coursework in oral communications ir required in the RN to BSN completion degree curriculum, for a total of 30 credit hours in Arts and Sciences. The RN license with an Associate Degree in Nursing entitles the student to be awarded 60 credits hours toward the Bachelor of Science in Nursing at Hallmark University (of which a minimum of 30 credit hours are awarded in the field of nursing).

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Program Outcomes:

- Provide collaborative effective and efficient leadership roles in the provision, delegation, and supervision of nursing care while retaining accountability for favorable outcomes, client safety, and the quality of that care.
- Integrate theories and knowledge from the arts, humanities, sciences, and nursing to develop a foundation for nursing practice.
- Organize the interdisciplinary health care needs of diverse populations across the lifespan toward achieving the goal of healthy individuals, families, groups, and communities.
- Assimilate current evidence into the practice of nursing. Effective application of technology integration as appropriate in all client care.
- Advocate for improving health care across various cultures and communities. Organize health promotions across populations with sound knowledge of healthcare finance, policy, and regulatory environments.
- Demonstrate a high level of inter-professional, inter-personal communication and collaborative professional care that is congruent with the inherent values, ethics, and behaviors of the discipline of nursing.

The curriculum will prepare the student to function as members of healthcare teams in many settings and graduates are also prepared to enter MSN programs. The RN to BSN degree consists of 60 semester credit hours and is 63 weeks online.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Core Courses - 60 Credits					
Nursing	60	NURS3510	Professional, Legal, & Ethical Issues in Nursing Practice	5	90
		NURS3520	Comprehensive Health Assessment	5	90
		NURS3530	Pathophysiology	5	90
		NURS3540	Cultural Issues in Nursing Practice	5	90
		NURS3545	Nursing Informatics	5	90
		NURS3460	Nursing Research & Evidence-Based Practice	4	74
		NURS4410	Health Promotion	4	74
		NURS4420	Nursing Leadership Practice	4	74
		NURS4530	Gerontology Nursing	5	90
		NURS4540	Population-Based Nursing	5	90
		NURS4550	Pharmacology	5	90
		NURS4560	Health Care Delivery Systems	5	90
		SPCH3321	Advanced Professional Communications	3	48

Bachelor of Science Nursing

The purpose of the Hallmark University BSN program is to educate and develop a graduate nurse who is educationally prepared to practice within established legal, ethical, and professional standards. This preparation provides the graduate with the skills necessary to provide direct nursing care to or coordinate care for a limited number of patients in various healthcare settings. Patients may have predictable or unpredictable health care needs and are identified as individuals and members of families.

Just as the mission of the University is to provide effective, innovative and leading-edge educational opportunities, so too is the curriculum design of the Martha Fessler School of Nursing. The simulation laboratory and hybrid (internet based) learning modalities will emphasize case study analysis, critical thinking, and problem-based learning with time for preparation before the experiences as well as debriefing after the learning experience. Use of virtual labs and simulations will also support this mission.

Hallmark University is dedicated to providing an exceptional educational experience to students from diverse socioeconomic and cultural backgrounds. This BSN program will attract the type of student that is looking for an efficient year-round degree plan, in a supportive learning environment with small classes, and open access to tutoring and counseling by faculty.

The nursing program is designed to be completed in 32 months of full-time study with 120 total credit hours. The 30 hours of general education prerequisite courses can be completed in one-and-a-half semesters (3 nine-week terms) followed by six and one-half semesters of degree-specific general courses and nursing courses. The total hours for degree-specific courses are 26, while core nursing courses have a total of 64 hours. Each term is nine weeks in length, which allows for six terms in a year. The nursing curriculum follows a linear progression making each semester a prerequisite to the next. If the student should fail one or more courses in a semester, they are retained and must complete those courses before advancing to the next semester. All courses must be passed with a grade of "C" or higher to receive credit. The program plan provides for didactic, laboratory, and patient care clinical experiences each semester to integrate nursing knowledge with the nursing art of practical application and skills acquisition. The Bachelor of Science in Nursing degree consists of 120 semester credit hours and is 144 weeks in length.

Note regarding professional licensure: Upon successful completion of this program, a student's affidavit of graduation is submitted to the Texas Board of Nursing (TBON). TBON uses the affidavit to approve eligibility for NCLEX-RN testing in Texas. A student who is approved and passes this test earns the registered nurse professional licensure in the state of Texas. This licensure permits practice in any state included in the national Nursing Licensure Compact (NLC). The list of states participating in the NLC can be found here: ncsbn.org/nurse-licensure-compact.htm.

Any student who wishes to test in another state, or who tests in Texas but would like to practice in a state not participating in the NLC, should contact the Board of Nursing in that state for information regarding the process for the affidavit of graduation, eligibility to test, and requirements for professional licensure in that state. A list of all US state Boards of Nursing can be found here: https://www.ncsbn.org/contact-bon.htm. The student should discuss this information with the Dean of the Martha Fessler School of Nursing prior to enrollment.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Prerequisite General Education Courses - 30 Credits					
Natural Science	12	BIOL2401	Anatomy and Physiology I	4	80
		BIOL2402	Anatomy and Physiology II	4	80
		BIOL2420	Microbiology	4	80
Composition and Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Behavioral & Social Studies	6	PSYC2301	General Psychology	3	48
		PSYC2314	Lifespan Growth and Development	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 90 Credits					
Degree-Specific	26	HPRS1402	Fundamentals of Pharmacology	4	68
		HPRS1425	Pathophysiology	4	68
		HPRS1337	Human Health Assessment	3	56
		HPRS2435	Cultural Health	4	68
		HPRS1335	Health Promotion and Nutrition	3	48

		HPRS2450	Leadership for Health Professions	4	68
		HPRS1435	Healthcare Informatics	4	68
Nursing	64	BSN1505	Fundamentals of Nursing I	5	102
		BSN2510	Fundamentals of Nursing II	5	115
		BSN2720	Medical Surgical Nursing I with Clinical	7	181
		BSN2530	Obstetrics Nursing with Clinical	5	141
		BSN3510	Pediatrics Nursing with Clinical	5	141
		BSN3720	Medical Surgical Nursing II with Clinical	7	181
		BSN3530	Mental Health Nursing with Clinical	5	129
		BSN3540	Community Health Nursing with Clinical	5	132
		BSN3455	Nursing Research and Evidence Based Practice OL	4	68
		BSN4315	Principles & Applications of Pharmacology	3	48
		BSN4520	Gerontology Nursing with Clinical	5	132
		BSN4535	Management of Care	5	90
		BSN4345	Transition to Practice and Capstone	3	68

Master of Science Nursing Education

The Master of Science in Nursing Education program is designed to deliver a solid program that equips graduate students with knowledge, management training, and professional leadership traits in nursing and nursing education. The self-development and self-sufficiency competencies will enable students to align personal values and a personal leadership philosophy while sustaining a driving motivation to develop both cognitive and skill based capabilities. Part of the mission to change lives is to prepare our graduates to enter into exciting career fields. The Master of Science in Nursing Education curriculum prepares students to seek employment at the highest levels in the health care industry.

This program will help graduates not only fully understand the essential concepts of the MS in Nursing Education, but will provide the student with the skills to continue with our mission and goals. The course work, program benchmarks, and a close working relationship with our faculty will ensure that our graduates will carry on our mission to change their individual lives and change other people's lives.

The Master of Science in Nursing Education consists of 36 semester hours and is 45 weeks in length.

Degree Requirement Courses			
Courses	**Course Title**	**Credits Hours**	**Contact Hours**
MSN5300	Nursing Theories and Application	3	45
MSN5305	Health Care Law, Policy, and Ethics	3	45
MSN5310	Financial, Technology, and Economy of Healthcare	3	45
MSN5315	Advanced Nursing Research and Evidence-Based Practice	3	45
MSN5320	Roles of Advanced Nursing Practice	3	45
MSN5325	Interprofessional Communications and Collaboration in Healthcare	3	45
MSN5330	Advanced Leadership, Quality, and Safety in Nursing Practice	3	45
MSN5335	Public Health and Epidemiology for Advanced Nursing	3	45
MSN5340	Curriculum Development and Evaluation	3	45
MSN5345	Nursing Education Monitoring and Assessment	3	45
MSN5350	Nursing Education Practicum	3	60
MSN5360	Capstone & Teaching Project	3	72

School of Business

SCHOOL OF BUSINESS

Associate of Science Business Administration

The Associate of Science Degree in Business Administration is an academic degree designed to train fundamental skills in Arts and Sciences and basic business and business administration.

Students will learn fundamental business theory as well as Arts and Sciences course skills. Students will be able to define and apply basic concepts of administrative and business concepts to include accounting, business information systems, and the Microsoft Suite. The students will research, organize, and present various business documents in concert with the course objectives. This associate degree has been designed to provide the student with the basic knowledge and Arts and Sciences skills to allow the student to better understand the required soft skills to be effective and productive in the workplace. This degree goal is to prepare the graduate to be effective immediately upon hire. This degree will allow graduates to pursue careers in accounts payable, accounting, customer service, sales, office supervisor and payroll specialist at the entry-level position.

This program will prepare the student to sit for the several certifications that are highly desired and used in the industry today. The Associate of Science degree in Business Administration is 63 semester hours, 1024 contact hours and 63 weeks in length days, evenings and online.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 3 Credits					
Academic Success	3	HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 36 Credits					
Behavioral & Social Studies	12	ECON2301	Principles of Macroeconomics	3	48
		ECON2302	Principles of Microeconomics	3	48
		GOVT2304	Introduction to Political Science	3	48
		PSYC2301	General Psychology	3	48
Composition & Rhetoric	6	ENGL1301	Composition I	3	48
		ENGL1302	Composition II	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	6	MATH1314	College Algebra	3	48
		MATH1324	Finite Mathematics	3	48
Natural Science	3	BIOL1322	Nutrition and Wellness	3	48
Speech & Communication	6	SPCH1311	Introduction to Speech Communication	3	48
		SPCH1321	Professional Communications	3	48
Core Courses - 24 Credits					
Accounting	6	ACCT2301	Principles of Accounting I	3	48
		ACCT2302	Principles of Accounting II	3	48
Business	9	BUSI1301	Introduction to Management	3	64
		BUSI2330	Business Statistics I	3	48
		BUSI3301	Business Law	3	48
Finance	3	FINA3301	Corporate Finance	3	48
Management	3	MGMT3317	Management Information Systems	3	48
Marketing	3	MRKG3305	Principles of Marketing	3	48

Bachelor of Science Business Administration

The Bachelor of Science in the Business Administration Program provides students with the skills in information technology, accounting, marketing, and management to meet the challenges of business. As the students progress through the program, they will expand their knowledge and business acumen by working on real-world projects that simulate an internship. The program will focus on team building, analyzing data, building solutions, presenting feedback, and strategic planning for the future state of the organization.

The major in Business Administration prepares students for entry-level employment opportunities in business, industry, government agencies, and for graduate and professional study.

Program Outcomes:

- Understand theories and actions that enable businesses/organizations to grow.
- Evaluate the role of science, technology and market commercialization in the creation of viable products and services.
- Identify basic business theories, principles and practices.
- Demonstrate critical thinking and communication skills.

The Bachelor of Science in Business Administration consists of 120 semester hours, 1936 contact hours and 126 weeks day, evening and online.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 3 Credits					
Academic Success	3	HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 36 Credits					
Behavioral & Social Studies	12	ECON2301	Principles of Macroeconomics	3	48
		ECON2302	Principles of Microeconomics	3	48
		GOVT2304	Introduction to Political Science	3	48
		PSYC2301	General Psychology	3	48
Composition & Rhetoric	6	ENGL1301	Composition I	3	48
		ENGL1302	Composition II	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	6	MATH1314	College Algebra	3	48
		MATH1324	Finite Mathematics	3	48
Natural Science	3	BIOL1322	Nutrition and Wellness	3	48
Speech & Communication	6	SPCH1311	Introduction to Speech Communication	3	48
		SPCH1321	Professional Communications	3	48
Core Courses - 81 Credits					
Accounting	6	ACCT2301	Principles of Accounting I	3	48
		ACCT2302	Principles of Accounting II	3	48
Business	15	BCIS4370	E-Business, Strategy, Architecture and Design	3	48
		BUSI1301	Introduction to Management	3	64
		BUSI2330	Business Statistics I	3	48
		BUSI3301	Business Law	3	48
		BUSI3365	Business Intelligence and Analytics	3	64
Business Analytics	15	BCIS4365	Database Management	3	48
		BSAN4301	Business Analytics Fundamentals	3	48
		BSAN4302	Data Warehousing and Mining Applications	3	48
		BSAN4303	Enterprise Data Analytics	3	48
		CIST3235	Structured Systems Analysis and Design	3	64

Information Systems	3	BCIS4355	Advanced Information Systems Management	3	48
Finance	3	FINA3301	Corporate Finance	3	48
Marketing	6	MRKG3305	Principles of Marketing	3	48
		MRKG4330	Marketing Analysis and Decision Making	3	48
Management	33	MGMT3315	Organizational Behavior	3	48
		MGMT3317	Management Information Systems	3	48
		MGMT3325	Leadership Development	3	48
		MGMT3330	Project Management	3	48
		MGMT3335	Operations Management	3	48
		MGMT4335	Human Resource Management	3	48
		MGMT4341	Change Process Management	3	48
		MGMT4355	Power and Negotiation	3	48
		MGMT4365	Strategic Management	3	48
		MGMT4390	Capstone I	3	48
		MGMT4391	Capstone II	3	48

Bachelor of Science Business Management

The Bachelor of Science in Business Management program objective is to produce a graduate who understands the diverse areas of business and correlates each element to the overall goals and productivity of the organization. Upon graduation students will be prepared to enter a variety of careers in domestic or global business at the professional level. During the program, the student will become a member of HCG: Hallmark Consulting Group, and placed in scenarios that teach the discipline of Business. The program will have three main areas: 1) Gain Experience - Get the experience you need with an innovative curriculum that puts you to work; 2) Become a Leader - Identify, analyze, and solve problems that large businesses face with a leadership lens; and 3) Develop Character - Develop the character you have inside to become a leader everyone can rely on.

As the student progresses through the program, they will have the ability to become "promoted" to expand their knowledge and business acumen beginning as a trainee. Progression through the program will have students apply for a promotion and move into the next position on an educational journey. The focus during the modules within the organization will have a focus on team building: analyzing data, building solutions, and presenting feedback; strategic planning for the future state of the organization.

The program builds the opportunity for each student lead from character while working in an environment that builds their skills, knowledge, and character. Students in the Bachelor of Science Business Management program must choose 18 credit hours of upper-level business courses to complete the program. Additionally, students have the opportunity to choose a concentration path in Healthcare Management, Information Technology, Business Analytics or Digital Marketing for their business degree. The Bachelor of Science in Business Management Program consists of a minimum of 120 semester credit hours and a minimum 1952 contact hours and 126 weeks day, evening and online.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 3 Credits					
Academic Success	3	HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 36 Credits					
Behavioral & Social Studies	12	ECON2301	Principles of Macroeconomics	3	48
		ECON2302	Principles of Microeconomics	3	48
		GOVT2304	Introduction to Political Science	3	48
		PSYC2301	General Psychology	3	48
Composition & Rhetoric	6	ENGL1301	Composition I	3	48
		ENGL1302	Composition II	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	6	MATH1314	College Algebra	3	48
		MATH1324	Finite Mathematics	3	48
Natural Science	3	BIOL1322	Nutrition and Wellness	3	48
Speech & Communication	6	SPCH1311	Introduction to Speech Communication	3	48
		SPCH1321	Professional Communications	3	48
Core Courses - 63 Credits					
Accounting	6	ACCT2301	Principles of Accounting I	3	48
		ACCT2302	Principles of Accounting II	3	48
Business	15	BUSI1301	Introduction to Management	3	64
		BUSI2330	Business Statistics I	3	48
		BUSI3301	Business Law	3	48
		BUSI3365	Business Intelligence and Analytics	3	64
		BCIS4370	E-Business Strategy, Architecture and Design	3	48
Finance	3	FINA3301	Corporate Finance	3	48
Marketing	6	MRKG3305	Principles of Marketing	3	48
		MRKG4330	Marketing Analysis and Decision Making	3	48
Management	33	MGMT3315	Organizational Behavior	3	48
		MGMT3317	Management Information Systems	3	48
		MGMT3325	Leadership Development	3	48
		MGMT3330	Project Management	3	48

		MGMT3335	Operations Management	3	48
		MGMT4335	Human Resource Management	3	48
		MGMT4341	Change Process Management	3	48
		MGMT4355	Power and Negotiation	3	48
		MGMT4365	Strategic Management	3	48
		MGMT4390	Capstone I	3	48
		MGMT4391	Capstone II	3	48
General Business Management	18	BCIS3350	Business System Analysis & Design	3	48
		BCIS4355	Advanced Information Systems Management	3	48
		BCIS4365	Database Management	3	48
		BSAN4303	Enterprise Data Analytics	3	48
		CIST3235	Structured Systems Analysis and Design	3	64
		DMRKG4301	Digital Marketing Fundamentals	3	48
*Students in the General Bachelor of Science Business Management program can elect to replace any of these courses from those offered in the concentrations.					
Area of Concentration Specific Courses - 18 Credits					
Healthcare Management Concentration**	18	HCM4301	Orientation to Clinical Protocols	3	48
		HCM4302	Health Facility Operations	3	48
		HCM4303	Healthcare Informatics	3	48
		HCM4305	Healthcare Negotiations and Policy Issues	3	48
		HCM4307	Legal and Ethical Aspects of Health Administration	3	48
		HCM4345	Healthcare Reimbursement	3	48
Or					
Information Systems Concentration***	18	BCIS3306	Introduction to Network Management and Convergence	3	48
		BCIS3350	Business System Analysis & Design	3	48
		BCIS4355	Advanced Information Systems Management	3	48
		BCIS4365	Database Management	3	48
		DMRKG4301	Digital Marketing Fundamentals	3	48
		CIST3235	Structured Systems Analysis and Design	3	64
Or					
Business Analytics Concentration****	18	BSAN4301	Business Analytics Fundamentals	3	48
		CIST3235	Structured Systems Analysis and Design	3	64
		BSAN4302	Data Warehousing and Mining Applications	3	48
		BSAN4303	Enterprise Data Analytics	3	48
		BSAN4305	Advanced Simulation and Optimization Methods	3	48
		BCIS4365	Database Management	3	48
Or					
Digital Marketing Concentration*****	18	DMRKG4301	Digital Marketing Fundamentals	3	48
		DMRKG4302	Communications in Digital Marketing	3	48
		DMRKG4303	Social Media and Content Marketing	3	48
		DMRKG4304	Search Engine Marketing	3	48
		DMRKG4305	Viral Marketing: Creating a Buzz	3	48
		DMRKG4306	Analyzing and Optimization of Digital Media	3	48

****Healthcare Management Concentration**: Prepares students for management positions in a variety of healthcare environments, including but not limited to, hospitals, ambulatory care, long-term care, health promotion/wellness, or community care organizations. The program is based

upon curriculum content recommended by the Accrediting Commission on Education for Health Services Administration. The program intends to expand upon existing skills and to give students strong liberal art and professional health and business background. Students majoring in the Bachelor of Science in Business Management with a concentration in Healthcare Management will complete the Arts and Sciences requirements, core requirements, and the healthcare management concentration courses.

*****Information Systems Concentration**: Prepares students to lead and make ethical decisions in an Information Technology environment. The program format will expose each student to the diverse areas of business. A first-year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development of quantitative reasoning through Arts and Sciences coursework. The ability to correlate each element of study to the goals and productivity of an organization will be done through lecture, hands-on application, and scenario-based education. Upon graduation student will be prepared to enter a variety of careers in domestic, global, or Information Systems business leadership position at the professional level and lead ethically.

******Business Analytics Concentration**: Provides students with analytical tools and conceptual framework needed to understand and apply data and decision modeling regardless of the size of the data and complication of the decision problem in real life settings. Analytics is defined as the extensive use of data, statistical and quantitative models and fact-based management to drive decisions and actions. It is more than just modeling and data manipulation. It is a process of transforming data into actions through analysis and insights in the context of organizational decision-making and problem-solving.

*******Digital Marketing Concentration**: A comprehensive approach to digital marketing that includes digital products and services, dynamic pricing, online distribution, social media, marketing analysis and decision-making, and digital communication. Upon graduation, students will be prepared to think strategically about digital marketing and analytics.

Bachelor of Science Aviation Maintenance Management

The Bachelor of Science in Aviation Maintenance Management completion program is designed to teach students about the management discipline as it relates to the aviation maintenance industry. The program offers coursework that is specifically designed for students to increase their understanding of their business and administrative skills, and to gain insight and knowledge in aviation maintenance management. Coursework will prepare the student to launch a career as an entry-level manager in aviation maintenance and as a leader in their respective field.

Students pursuing this completion degree must have obtained FAA Airframe and Powerplant (A&P) certifications and have completed an accredited associate degree or higher-level degree to ensure that all required competencies have been met. Students who complete the Bachelor of Science in Aviation Maintenance Management completion program will be prepared to pursue entry-level management positions that may include Aircraft Maintenance Analyst, Maintenance Supervisor, Maintenance Planner, Aircraft Records Analyst, Aviation General Manager, and Aviation Support Specialist.

Aviation Maintenance Management Program Outcomes:

- Communicate both in writing and verbally about aviation maintenance concepts and processes using technical terms to both professional and administrative audiences.
- Apply appropriate technical and problem-solving skills in the context of work.
- Work as an effective and dependable team member as well as independently.
- Demonstrate how and when to self-start, especially in learning and seeking new knowledge in an ever-changing field.
- Research and acquire data that demonstrate the ability to correctly interpret and apply technical information to ensure continued airworthiness.
- Operate ethically, integrating FAA regulations, company rules and policies, and individual decision-making.
- Demonstrate safe work habits that reflect concern and care for self, others, and the continued airworthiness of aircraft.
- Develop the skills and experience necessary to secure employment including the development of documents and skills necessary for the job search.

The Bachelor of Science in Aviation Maintenance Management completion degree consists of 60 semester credit hours and is 90 weeks in length for the online program.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Core Courses - 51 Credits					
Business	15	BCIS3350	Business System Analysis & Design	3	48
		BCIS4365	Database Management	3	48
		BCIS4370	E-Business, Strategy, Architecture and Design	3	48
		BUSI3301	Business Law	3	48
		BUSI3365	Business Intelligence and Analytics	3	64
Finance	3	FINA3301	Corporate Finance	3	48
Marketing	6	MRKG3305	Principles of Marketing	3	48
		MRKG4330	Marketing Analytics and Decision Making	3	48
Management	27	MGMT3315	Organizational Behavior	3	48
		MGMT3317	Management Information Systems	3	48
		MGMT3325	Leadership Development	3	48
		MGMT3330	Project Management	3	48
		MGMT3335	Operations Management	3	48
		MGMT4335	Human Resource Management	3	48
		MGMT4341	Change Process Management	3	48
		MGMT4355	Power and Negotiation	3	48
		MGMT4365	Strategic Management	3	48
Area of Concentration Specific Courses - 9 Credits					
Aviation Management	9	AVMT4309	Human Factors in Aviation Safety	3	48
		MGMT3311	Airlines Operations/Compliance	3	48
		MGMT3319	Aviation Maintenance Management	3	48

Master of Business Administration Global Management

The Master of Business Administration in Global Management degree program produces graduates competent to synthesize business area functional knowledge and assess new and declining job markets, all in the context of Hallmark's Character Traits. Graduates understand international and cross-cultural factors that impact global commerce and businesses of all sizes. Graduates will be practiced through study and team project participation to form and lead cross-functional work teams, evaluate marketplace changes and disruptions, and develop and present alternative courses of action, all in the fluid context of worldwide automation, robotics, and emergent AI.

The Master of Business Administration in Global Management Program consists of 36 semester credit hours and 576 contact hours not including required Orientation and publishable Research Thesis or Research Presentation. The MBA program is an Online program and consists of 56 weeks, based on two courses completed during each of the first five sequential academic terms plus one course completed during sequential term six and a final course completed during sequential term seven.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Core Courses - 30 Credits					
Accounting	3	MGT5336	Strategic Cost Management	3	48
Business	6	MGT5334	Ethics, Integrity, and Social Responsibility	3	48
		MGT5337	Assuring Supply Chain Integrity	3	48
Information Technology	3	ITS5331	Emerging Technologies	3	48
Leadership	3	OML5333	Multinational Commerce and Corporations	3	48
Marketing	9	BUS5332	Marketing Management	3	48
		OML5334	Leading Teams in the 4th Industrial Revolution	3	48
		BUS5330	Applied Statistics	3	48
Management	6	OML5332	Creating and Leading Effective Teams	3	48
		OML5345	Effective Business Communications	3	48
Graduation Requirement- 6 Credits					
	6	OML6340	Research Analysis	3	48
		OML6350	Thesis Capstone	3	48

Master of Science Strategic Leadership

The Master of Science in Strategic Leadership (MSSL) program requires that students apply business writing skills, critical thinking and a keen awareness of organizational, marketplace, and interpersonal dynamics to craft solutions for organizational challenges. Students will develop effective interpersonal skills that cross multiple leadership environments, all in the context of Hallmark's Character Traits. Graduates will be competent and prepared through study and multiple virtual team projects to serve as change agents for senior executives and effectively lead cross-functional organizational teams.

The MSSL is distinguished from the MBA-GM by focused study of key cultural and anthropological factors that sustain organizational inertia and allow for growth, a research-based examination of human network dynamics and ways to intentionally shape and nurture functional partner networks, and the development of interventional interpersonal coaching skills across virtual platforms. Compared with the MBA-GM, this degree is exercise-oriented and very team- focused, considerably more theoretical with respect to human social dynamics, and is an extremely writing-intensive graduate degree experience.

The Master of Science in Strategic Leadership Program consists of 36 semester credit hours and 576 contact hours not including Orientation, Thesis Presentation, and Research Project. The MSL program is an Online program and consists of 63 weeks.

MSSL Curriculum		**MSSL Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Core Courses **- 30 Credits**					
Cultural and Interpersonal Dynamics	6	OML5337	Leadership Development and Coaching	3	48
		OML5336	Social and Anthropological Foundations	3	48
Leadership	9	OML5333	Multinational Commerce and Corporations	3	48
		MGT5335	Problem-Solving and Decision-Making	3	48
		MGT5334	Ethics, Integrity, and Social Responsibility	3	48
Information Technology	3	ITS5331	Emerging Technologies	3	48
Marketing	9	OML5332	Creating and Leading Effective Teams	3	48
		OML5334	Leading Teams in the 4th Industrial Revolution	3	48
		BUS5334	Network Interpretation and Design	3	48
Management	3	OML5345	Effective Business Communications	3	48
Graduation Requirement- 6 Credits					
	6	OML6340	Research Analysis	3	48
		OML6350	Thesis Capstone	3	48

School of Information Technology

SCHOOL OF INFORMATION TECHNOLOGY

Associate of Applied Science Information Technology - CISCO

Framed around IT industry certifications, the Associate of Applied Science in Information Technology, Cisco prepares students for successful careers in information technology. The program is governed by an academy partnership that provides for curriculum, textbooks, learning objectives and course objectives. While earning an IT industry certification is not a requirement of the program, students will be actively encouraged to do so. It is expected that students will complete at least one major IT certification, many of which require passing several industry administered exams at about the same time they graduate from the program. Courses are scheduled to permit students to sit for Cisco certification exams at the end of each semester. Throughout, the program offers an unusual and exciting mix of theory and application. Although traditional academic work dominates, about 40% of the curriculum is devoted to hands-on activities. The Associate of Applied Science degree in Information Technology, Cisco program consists of 60 semester hours, 1184 contact hours, and is 63 weeks in length for the day, evening, and/or online.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 6 Credits					
Academic Success	6	BCIS1305	Business Computer Applications	3	64
		HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 15 Credits					
Behavioral & Social Studies	3	GOVT2304	Introduction to Political Science	3	48
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 39 Credits					
Business	3	MGMT2320	Introduction to Project Management	3	64
Computer Science	3	CIST1310	Introduction to Computer Programming	3	64
Information Technology	18	CPMT1351	IT Essentials: PC Hardware & Software	3	64
		CPMT1352	Networking Essentials	3	64
		ITNW1393	Introduction to Linux Operating Systems	3	64
		ITMT1382	Microsoft Systems: Client Operating Systems	3	64
		MGMT3317	Management Information Systems	3	48
		ITSY1300	Fundamentals of Information Security	3	64
CISCO	12	ITCC1311	CCENT: Introduction to Networks	3	64
		ITCC1314	CCENT: Routing and Switching Essentials	3	64
		ITCC2318	CCNA: Scaling Networks	3	64
		ITCC2320	CCNA: Connecting Networks	3	64
Capstone	3	CPMT2360	Information Technology Capstone	3	80

Associate of Applied Science Information Technology – Microsoft

Framed around IT industry certifications, the Associate of Applied Science in Information Technology, Microsoft prepares students for successful careers in information technology. The program is governed by an academy partnership that provides for curriculum, textbooks, learning objectives and course objectives. While earning an IT industry certification is not a requirement of the program, students will be actively encouraged to do so. It is expected that students will complete at least one major IT certification, many of which require passing several industry administered exams at about the same time they graduate from the program. Courses are scheduled to permit students to sit for certification exams at the end of each semester. Throughout, the program offers an unusual and exciting mix of theory and application. Although traditional academic work dominates, about 40% of the curriculum is devoted to hands-on activities. The Associate of Applied Science degree in Information Technology, Microsoft program consists of 60 semester hours, 1200 contact hours, and is 63 weeks in length for the day, evening, and/or online.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 6 Credits					
Academic Success	6	BCIS1305	Business Computer Applications	3	64
		HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 15 Credits					
Behavioral & Social Studies	3	GOVT2304	Introduction to Political Science	3	48
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 39 Credits					
Business	3	MGMT2320	Introduction to Project Management	3	64
Computer Science	3	CIST1310	Introduction to Computer Programming	3	64
Information Technology	12	CPMT1351	IT Essentials: PC Hardware & Software	3	64
		CPMT1352	Networking Essentials	3	64
		ITNW1393	Introduction to the Linux Operating System	3	64
		ITSY1300	Fundamentals of Information Security	3	64
Microsoft	18	ITMT1382	Microsoft Systems: Client Operating Systems	3	64
		ITMT2314	Microsoft Systems: Installation, Storage, and Compute	3	64
		ITMT2316	Microsoft Systems: Networking	3	64
		ITMT2318	Microsoft Systems: Identity	3	64
		ITMT2320	Microsoft Systems: Collaboration	3	64
		ITMT2370	Windows PowerShell Scripting	3	64
Capstone	3	CPMT2360	Information Technology Capstone	3	80

Bachelor of Science Information Systems

The Bachelor of Science Degree in Information Systems is a competency-based program designed to provide for the development of knowledge and skills required to design, administer, and support Information Technology for an organization. Each of the core tracks is designed to leverage academic relationships from industry recognized vendors including; CompTIA, Cisco Systems, Microsoft, and VMware.

A first-year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development of quantitative reasoning through Arts and Sciences coursework. The curriculum will follow with a set of core information technology courses; these are the courses needed to prepare the student to launch into their upper-level curriculum. The upper-level curriculum is designed to produce well-rounded IT Professionals. The curriculum prepares the students for the ongoing innovation in technology and changes in technology and how to contribute to the innovation while managing the risks involved. Students in the Bachelor of Science Information Systems program also have the opportunity to choose a concentration path in **Cyber Security** for their degree. The Bachelor of Science in Information Systems Program consists of a minimum of 120 semester credit hours and a minimum 2272 contact hours and is 126 weeks in length for the day, evening, and/or online program.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 6 Credits					
Academic Success	6	BCIS1305	Business Computer Applications	3	64
		HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 30 Credits					
Behavioral & Social Studies	9	ECON2301	Principles of Macroeconomics	3	48
		GOVT2304	Introduction to Political Science	3	48
		PSYC2301	General Psychology	3	48
Composition & Rhetoric	6	ENGL1301	Composition I	3	48
		ENGL1302	Composition II	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	6	MATH1314	College Algebra	3	48
		MATH1324	Finite Mathematics	3	48
Speech & Communication	6	SPCH1311	Introduction to Speech Communication	3	48
		SPCH1321	Professional Communications	3	48
Core Courses - 69 Credits					
Business	9	MGMT2320	Introduction to Project Management	3	64
		MGMT3317	Management Information Systems	3	48
		MGMT3330	Project Management	3	48
CISCO	12	ITCC1311	CCENT: Introduction to Networks	3	64
		ITCC1314	CCENT: Routing and Switching Essentials	3	64
		ITCC2318	CCNA: Scaling Networks	3	64
		ITCC2320	CCNA: Connecting Networks	3	64
Computer Science	9	CIST1310	Introduction to Computer Programming	3	64
		CPMT1351	IT Essentials: PC Hardware & Software	3	64
		CPMT1352	Networking Essentials	3	64
Information Systems	9	BCIS3306	Introduction to Network Management and Convergence	3	48
		BCIS3350	Business Systems Analysis and Design	3	48
		BCIS4365	Database Management	3	48
Information Technology	12	ITMT1382	Microsoft Systems: Client Operating Systems	3	64
		ITNW1313	Computer Virtualization	3	64

		ITNW1393	Introduction to the Linux Operating System	3	64
		ITSY1300	Fundamentals of Information Security	3	64
Microsoft	12	ITMT2314	Microsoft Systems: Installation, Storage, and Compute	3	64
		ITMT2316	Microsoft Systems: Networking	3	64
		ITMT2318	Microsoft Systems: Identity	3	64
		ITMT2370	Windows PowerShell Scripting	3	64
Cyber Security	6	CYSEC4302	Cryptography and Computer Security	3	64
		CYSEC4303	Hacking and Countermeasures	3	64
Area of Concentration Specific Courses - 15 Credits					
Information Systems*	15	BCIS4355	Advanced Information Systems Management	3	48
		BCIS4370	E-Business, Strategy, Architecture and Design	3	48
		CPMT4350	Information Systems Capstone	3	80
		ITMT2320	Microsoft Systems: Collaboration	3	64
		MGMT4355	Power and Negotiation	3	48
Or					
Cyber Security**	15	CYSEC4321	Security and Risk Management	3	64
		CYSEC4322	Asset Security	3	64
		CYSEC4325	Identity and Access Management	3	64
		CYSEC4327	Security Operations	3	64
		ITNW2394	Advanced Linux for Security Professionals	3	64

***Information Systems Concentration:** a competency-based program designed to provide for the development of knowledge and skills required to design, administer, and support Information Technology for an organization. Each of the core tracks is designed to leverage academic relationships from industry recognized vendors including; CompTIA, Cisco Systems, Microsoft, and VMware. They organize, install, and support an organization's computer systems, including local area networks (LANs); wide area networks (WANs), network segments, intranets, and other data communication systems.

****Cyber Security Concentration:** prepares students to be leaders in the protection of data assets. The curriculum focuses on the techniques, policies, operation procedures, and technologies that secure and defend the availability, integrity, authentication, confidentiality, and non-repudiation of information and information systems, in local as well as more broadly based domains. The students will have the opportunity to learn and prepare for EC-Council certification (CEH) and get introduced to the ISC2 domains (SSCP and CISSP). The students will gain the skills and knowledge to be effective leaders and technicians in their career fields.

Bachelor of Science Cybersecurity

The Bachelor of Science Degree in Cybersecurity is a competency-based program designed to provide the necessary skills required to manage cybersecurity risk to systems, assets, data, and capabilities. The program prepares students to develop and implement the appropriate safeguards or activities to; ensure delivery of critical infrastructure services, identify the occurrence of a cybersecurity event, take action regarding a detected cybersecurity event, maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

A first-year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development of quantitative reasoning through Arts and Sciences coursework. The curriculum will follow with a set of core information technology courses. These are the courses needed to prepare the student to launch into their upper-level curriculum. The upper-level curriculum is designed to produce well-rounded cybersecurity professionals. The curriculum prepares the students for the ongoing innovation in cybersecurity technologies, policies and procedures and demonstrates how to contribute to the innovation while managing the risks involved. The Bachelor of Science in Cybersecurity Program consists of a minimum of 120 semester credit hours and a minimum 2336 contact hours and is 126 weeks in length for the day, evening, and/or online program.

Curriculum		Degree Requirement Courses			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Academic Success - 6 Credits					
Academic Success	6	BCIS1305	Business Computer Applications	3	64
		HSAS1301	Hallmark Strategies for Academic Success	3	48
General Education - 30 Credits					
Behavioral & Social Studies	9	ECON2301	Principles of Macroeconomics	3	48
		GOVT2304	Introduction to Political Science	3	48
		PSYC2301	General Psychology	3	48
Composition & Rhetoric	6	ENGL1301	Composition I	3	48
		ENGL1302	Composition II	3	48
Humanities	3	PHIL2321	Contemporary Moral Issues	3	48
Mathematics	6	MATH1314	College Algebra	3	48
		MATH1324	Finite Mathematics	3	48
Speech & Communication	6	SPCH1311	Introduction to Speech Communication	3	48
		SPCH1321	Professional Communications	3	48
Core Courses - 84 Credits					
Business	12	BCIS3306	Introduction to Network Management and Convergence	3	48
		BCIS4365	Database Management	3	48
		MGMT2320	Introduction to Project Management	3	64
		MGMT3317	Management Information Systems	3	48
Computer Science	9	CIST1310	Introduction to Computer Programming	3	64
		CPMT1351	IT Essentials: PC Hardware & Software	3	64
		CPMT1352	Networking Essentials	3	64
Information Technology	15	ITMT1382	Microsoft Systems: Client Operating Systems	3	64
		ITNW1313	Computer Virtualization	3	64
		ITNW1393	Introduction to the Linux Operating System	3	64
		ITNW2394	Advanced Linux for Security Professionals	3	64
		ITSY1300	Fundamentals of Information Security	3	64
CISCO	12	ITCC1311	CCENT: Introduction to Networks	3	64
		ITCC1314	CCENT: Routing and Switching Essentials	3	64
		ITCC2318	CCNA: Scaling Networks	3	64
		ITCC2320	CCNA: Connecting Networks	3	64

Microsoft	9	ITMT2314	Microsoft Systems: Installation, Storage, and Compute	3	64
		ITMT2316	Microsoft Systems: Networking	3	64
		ITMT2370	Windows PowerShell Scripting	3	64
Cyber Security	27	CYSEC4302	Cryptography and Computer Security	3	64
		CYSEC4303	Hacking and Countermeasures	3	64
		CYSEC4321	Security and Risk Management	3	64
		CYSEC4322	Asset Security	3	64
		CYSEC4323	Security Engineering	3	64
		CYSEC4324	Communication and Network Security	3	64
		CYSEC4325	Identity and Access Management	3	64
		CYSEC4326	Security Assessment and Testing	3	64
		CYSEC4327	Security Operations	3	64

Master of Science in Cybersecurity

The Master of Science Degree in Cybersecurity (MSCyber) is designed for individuals placed in information assurance managerial positions or assigned program-level responsibilities associated with risk assessment and related third-party services, technology asset acquisition or upgrades, data and storage integrity, and cybersecurity compliance. Graduates will have acquired a working knowledge to effectively protect critical infrastructure before, during, and after the occurrence of a cybersecurity event. Topics of special emphasis include improving IT-cyber partner/user vigilance and continuous threat awareness, enhancing and updating organizational cyber standards and policies more robustly to reflect actual and anticipated threat environments and the state of organizational processes' vulnerabilities, and promoting greater cross-engagement among cybersecurity professionals in every sector and across entire supply chains.

Graduates of the MSCyber degree are prepared through their studies to enhance human talent preparation and training that eliminates or mitigates risk-prone behaviors and to address most-likely threat scenarios against enterprise and organizational IT vulnerabilities. Graduates will be prepared to test for intermediate level Cybersecurity certifications because key topics and domains are included in selected course learning objectives. The MSCyber program consists of 36 semester credit hours and 576 contact hours. The MSCyber program is an online program and consists of 54 weeks.

MSCS Curriculum		**MSCS Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
Core Courses **- 30 Credits**					
Leadership	6	MGT5335	Problem-Solving and Decision-Making	3	48
		MGT5334	Ethics, Integrity, and Social Responsibility	3	48
Information Technology	3	ITS5331	Emerging Technologies	3	48
Cyber Security	21	CYS5331	Cyberlaw, Regulations, and Compliance	3	48
		CYS5332	Cyber Risk Management	3	48
		CYS5333	Security Policies and Standards – Best Practices	3	48
		CYS5334	Secure Network Design	3	48
		CYS5335	Secure Software Design	3	48
		CYS5336	Forensics and Network Intrusion	3	48
		CYS5337	Supervisory Control and Data Acquisition	3	48
Graduation Requirement- 6 Credits					
	6	CYS5338	Advanced Cyber Defense Seminar	3	48
		CYS6339	Cybersecurity Capstone Project	3	48

College of Aeronautics

Associate of Applied Science Airframe and Powerplant Technology

The courses in the combined Associate of Applied Science in Airframe and Powerplant Technology Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA (A&P) Certificate, the technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as A&P technicians or technical writers. The combined Associate of Applied Science degree in Airframe and Powerplant Technology consists of 96 semester credit hours, 2161 contact hours, and is 70 weeks in length.

Note regarding professional licensure: Upon completion of applicable program requirements, students will be issued certificates of graduation or certificates of completion. These certificates document eligibility to sit for written and oral examinations leading to FAA aviation maintenance technician certificates. Authorizations to test may be presented at any AMTS affiliated testing center for written exams, or to any designated mechanic examiner (DME) for practical exams, nationwide.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
General Education - 15 Credits					
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	HUMA1301	Introduction to Humanities	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Behavioral Science	3	PSYC1301	Human Factors	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 81 Credits					
General Aviation Science	15	AGS1121	Aviation General Science	12	280
		AGS1301	Basic Electricity	3	90
Powerplant	34	PPS2121	Powerplant Systems I	12	280
		PPS2123	Powerplant Systems II	12	280
		PPS2124	Powerplant Systems Capstone	10	235
Airframe	32	AFS2125	Airframe Systems I	12	280
		AFS2126	Airframe Systems II	12	280
		AFS2807	Airframe Systems Capstone	8	196
Total	96			96	2161

Associate of Applied Science Airframe Technology

The courses in the Associate of Applied Science in Airframe Technology Degree Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA Airframe Certificate. With the FAA Airframe Certificate, the airframe technician may enter several employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as airframe technicians or technical writers. The Associate of Applied Science Degree in Airframe Technology consists of 62 semester credit hours and 1366 contact hours and is 45 weeks in length (day).

Note regarding professional licensure: Upon completion of applicable program requirements, students will be issued certificates of graduation or certificates of completion. These certificates document eligibility to sit for written and oral examinations leading to FAA aviation maintenance technician certificates. Authorizations to test may be presented at any AMTS affiliated testing center for written exams, or to any designated mechanic examiner (DME) for practical exams, nationwide.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
General Education - 15 Credits					
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	HUMA1301	Introduction to Humanities	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Behavioral Science	3	PSYC1301	Human Factors	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 47 Credits					
General Aviation Science	15	AGS1121	Aviation General Science	12	280
		AGS1301	Basic Electricity	3	90
Airframe	32	AFS2125	Airframe Systems I	12	280
		AFS2126	Airframe Systems II	12	280
		AFS2807	Airframe Systems Capstone	8	196
Total	62			62	1366

Associate of Applied Science Powerplant Technology

The courses in the Associate of Applied Science in Powerplant Technology Degree Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Powerplant Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA Powerplant Certificate. With the FAA Powerplant Certificate, the Powerplant technician may enter several employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as Powerplant technicians or technical writers. The Associate of Applied Science Degree in Powerplant Technology consists of 64 semester credit hours and 1405 contact hours and is 45 weeks in length for the day program.

Note regarding professional licensure: Upon completion of applicable program requirements, students will be issued certificates of graduation or certificates of completion. These certificates document eligibility to sit for written and oral examinations leading to FAA aviation maintenance technician certificates. Authorizations to test may be presented at any AMTS affiliated testing center for written exams, or to any designated mechanic examiner (DME) for practical exams, nationwide.

Curriculum		**Degree Requirement Courses**			
Component Area	**Credits Required**	**Courses**	**Course Title**	**Credits Hours**	**Contact Hours**
General Education - 15 Credits					
Composition & Rhetoric	3	ENGL1301	Composition I	3	48
Humanities	3	HUMA1301	Introduction to Humanities	3	48
Mathematics	3	MATH1314	College Algebra	3	48
Behavioral Science	3	PSYC1301	Human Factors	3	48
Speech & Communication	3	SPCH1311	Introduction to Speech Communication	3	48
Core Courses - 64 Credits					
General Aviation Science	15	AGS1121	Aviation General Science	12	280
		AGS1301	Basic Electricity	3	90
Powerplant	34	PPS2121	Powerplant Systems I	12	280
		PPS2123	Powerplant Systems II	12	280
		PPS2124	Powerplant Systems Capstone	10	235
Total	64			64	1405

Arts and Sciences

(General Education & Academic Success)

School of Allied Health

School of Nursing

School of Business and School of Information Technology

College of Aeronautics

BIOL1322 Nutrition and Wellness (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course includes the study of health issues, stress management, nutrition, and lifestyles choices. Students will understand the effects of personal well-being on the body, mind, spirit, and economy by exploring topics such as food use, stress, regulated fitness, social behavior, and personal risk management.

BIOL2401 Anatomy and Physiology I (4 Credits)

Hrs: 80 Lec: 48 Lab: 32

This course is designed to teach students about the structure and function of the human body, emphasizing an introduction to anatomy and physiology; biological chemistry organization; cellular biology; tissue levels; bone structures; and the integumentary, skeletal, muscular, and nervous systems.

BIOL2402 Anatomy and Physiology II (4 Credits)

Hrs: 80 Lec: 48 Lab: 32

This course is designed to teach students about the structure and function of the human body emphasizing blood; growth; development; genetics; special senses; and the endocrine, digestive, respiratory, cardiovascular, lymphatic, immune, urogenital, and reproductive systems.

Prerequisite: BIOL2401

BIOL2420 Microbiology (4 Credits)

Hrs: 80 Lec: 48 Lab: 32

This course includes the study of the principles of microbiology, including the metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, their hosts, and the environment.

ECON2301 Principles of Macroeconomics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course includes the study of how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, and long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity.

ECON2302 Principles of Microeconomics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course covers how and why decisions to manage scarce resources are made and how they affect one another in the economy. Topics include consumer and producer behavior, the nature of supply and demand, the different kinds of markets and how they function, and the welfare outcomes of consumers and producers.

ENGL1301 Composition I (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course shall include an introductory study of the writing process. Topics include research, drafting, revising, peer editing, and proper citation. There will be an emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Additionally, this course will introduce effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

ENGL1302 Composition II (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall include an exploration of business writing and practices. Topics include instructional business writing, informative business writing, persuasive business writing, and transactional business writing, with an emphasis on pathos, ethos, and logos persuasion techniques.

Prerequisite: ENGL1301

GOVT2304 Introduction to Political Science (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall include an introductory survey of the discipline of political science. Topics include the Constitution, Federalism, Civil Liberties, politics and the media, Congress, and the Presidency. Students will develop vital collaborative and individual written communication skills through regular activities that involve group analysis, discussion, and synthesis of purpose.

HSAS1301 Hallmark Strategies for Academic Success (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to prepare students for the rigors of university-level academics. Introductions to task management, learning styles, writing, research, and presentations are covered.

HUMA1301 Introduction to Humanities (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall include an interdisciplinary, multi-perspective assessment of cultural, religious, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and society. Students will develop vital collaborative and individual oral and written communication skills through regular activities that involve group analysis, discussion, and group presentations.

MATH1314 College Algebra (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall include a study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MATH1324 Finite Mathematics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is an introduction to discrete mathematics. Topics may include, but are not limited to, functions, elementary matrix algebra, linear programming, probability and statistics, and mathematical modeling.

Prerequisite: MATH1314.

PHIL2321 Contemporary Moral Issues (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides an examination of major ethical and moral theories and how they afford a rational approach to specific moral issues and a rational basis for resolving moral conflict. Discussion of the concepts of good, virtue, duty, responsibility, civil authority, law, state, and religion. Emphasis on philosophical discussion may be placed on medical, information technology, and business ethics. Emphasis will be on the application theories to cases.

PSYC1301 Human Factors (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is intended to provide the student with an understanding of the basic principles of Human Factors Psychology. We will study the research, principles, and methods that are beneficial (and essential) in optimizing the interaction between people and machine elements of a system, while taking the environment into account.

PSYC2301 General Psychology (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to aid students in learning to identify and understand the different areas of the brain, the nervous system, learning theory, memory function, and personality development. Students will also learn about and discuss social psychology, stress, psychopathology and treatment methods.

PSYC2314 Lifespan Growth and Development (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall be an introduction to lifespan and growth. Topics shall include human development, patterns of growth, change, and stability in behavior that occur throughout the entire lifespan. Students will develop vital collaborative and individual oral and written communication skills through regular activities that involve group analysis, discussion, and synthesis of purpose.

SPCH1311 Introduction to Speech Communication (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course shall include theories and practices of communication including the verbal and nonverbal components of communication. Topics include listening and communication in interpersonal relationships. In this course, students will also learn the components of delivering a speech and how to construct and present informative and persuasive speeches.

SPCH1321 Professional Communications (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course aids students with the practice of speech communication in professional situations. Topics include applying for a career and negotiation of salary and benefits, as well as proper interviewing techniques and professional writing methods within a business environment.

SPCH3321 Advanced Professional Communications (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on refining and advancing the practice of speech communication in professional situations. This course will emphasize communication styles and approaches operative in today's workplace environment. The focus will be the application and evaluation of theories through case analysis and discussion. Students will have the opportunity to engage in self-assessment of communication competence and learn strategies for enhancing their abilities. Problems in the context of professional communication will be identified and theory-based solutions generated. Topics include presentation skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications.

HITT1301 Health Data Content Structure (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is an introduction to the use of Electronic Health Records (EHRs) relating to the primary and secondary health-related data and processes. Students will learn to professionally communicate, both written and electronically, interpret health record content including common symbols and abbreviations, identify documentation requirements, describe health information management department functions and purposes. Additionally, the student shall differentiate the various types of healthcare facilities and their records; identify the various licensing and regulatory agencies in the healthcare industry.

HITT2335 Coding and Reimbursement Methodologies (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course will allow students to how to assign medical codes to the medical procedures and diagnosis as pulled from a patient's medical health record while combing that information with their knowledge of reimbursement and coding guidelines to optimize reimbursement from the insurance companies for physician payment. Students shall become familiar with the Current Procedural Terminology (CPT), International Classification of Diseases -10 (ICD-10-CM), and the Healthcare Common Procedural Coding Systems Level II Codes (HCPCS) while interpreting and ensuring the Health Insurance Portability and Accountability Act (HIPAA) rules are being adhered to.

HITT2340 Advanced Medical Billing and Reimbursement (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course shall focus on health insurance and reimbursement in a variety of healthcare settings. Students will demonstrate accurate coding of medical records using various coding systems, demonstrate proper preparation and execution of third party payer reimbursement forms using local, state, and federal guidelines, and demonstrate proper bookkeeping transactions on patient accounts.

Prerequisite: HITT2335

MDCA1254.3 Registered Medical Assisting Exam Preparation/Review (2 Credits)

Hrs: 48 Lec: 40 Lab: 8

This course shall be preparation for the National Registered Medical Assistant Exam from American Medical Technology. This course will require students to take RMA exam before practicum. The student will be prepped and reviewed in a structured study environment through overall academic testing review, time management testing, test-taking strategies and study techniques before the RMA exam. The medical assistant must pass successfully with a score of 70 or better to be granted an RMA licensing certification.

Prerequisite: All coursework completed in the program except MDCA2164, a cumulative GPA of 2.0 or higher or approval of the Program Dean.

MDCA1305 Medical Law and Ethics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is a display in professionalism and will teach students how to perform within ethical and legal boundaries in the healthcare setting. The student will learn how to differentiate between sources of law in Texas and the United States as applied to the practice of medicine. Additionally, students will learn how to keep medical records in both an ethical and legal manner, perform risk management procedures and have an opportunity to examine legal, moral and bioethical issues.

MDCA1313 Medical Terminology (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to the study of word origin and structure through the parts of medical terms: prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Instruction is given in the practical application of a medical vocabulary system and introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems as well as systemic and surgical terminology.

MDCA1317 Procedures in a Clinical Setting (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This is a clinical course which introduces basic fundamental skills for the medical assistant student to effectively and efficiently perform routine clinical tasks. Aseptic practice for the medical office will also be studied and defined, along with basic patient interaction such as: interviewing, triaging, assessing, obtaining and documenting, vital signs, assisting with basic physical exams, minor procedures, and a variety of clinical testing appropriate for the medical office.

Prerequisite: MDCA1313, and BIOL2401, or approval of the Program Dean.

MDCA1321.1 Administrative Office Procedures/Medical Administrative Insurance (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides an introduction to the administrative skills needed in a medical office setting. Students will learn how to maintain professional behavior while engaging in customer service. Students will learn through a hands-on approach by role-playing routine office duties including handling finances, billing, and health insurance forms, creating medical charts, filing, manage and scheduling appointments, accounts payable and receivable.

MDCA1344 Electrocardiology (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course covers the basic anatomy and physiology of the heart and its electrical system. Students will learn cardiac modalities, cardiac pharmacology, patient preparation, and confidentiality. The course will also cover how to use the electrocardiograph EKG machine, safety, and maintenance, placement of electrodes and leads, identification of irregularities of the heart and learn to distinguish more complex arrhythmia. Upon course completion, students will be required to sit for the national certification exam for Certified EKG Technician (CET) through the National Healthcare Association (NHA).

Prerequisites: MDCA1313, MDCA1317, BIOL2401 and BIOL2402 or approval of the Program Dean.

MDCA1348.1 Pharmacology (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introductory course in the concepts and applications of pharmacological principles including classifying medications into correct drug categories and applying basic pharmacology principles. Students will utilize basic pharmacodynamics in identifying common medications, medication preparation, and administration of medications used by the major body systems, with an emphasis being placed on safety and accurate administration. The laboratory component of this course provides practical application of the student's knowledge when performing parenteral injection administration.

Prerequisite: BIOL2401, BIOL2402, MATH1314, MDCA1313, MDCA1317 and MDCA1352.1 or approval of the Program Dean.

MDCA1352.1 Phlebotomy Clinical Procedures (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to common laboratory procedures performed in a physician's office or clinical setting. Special emphasis will be placed on infection control, patient identification, the labeling of specimens, quality assurance and specimen handling. Students will learn to prepare and perform routine laboratory procedures such as phlebotomy, hematology, and chemistry testing. The student will strictly adhere to laboratory safety requirements and federal OSHA regulations including universal precaution guidelines.

Prerequisite: MDCA1313, MDCA1317 or approval of the Program Dean.

MDCA1402.1 Human Disease/Pathophysiology (4 Credits)

Hrs: 80 Lec: 48 Lab: 32

This course is an introductory course reviewing the study of anatomy and physiology. Students will learn the causes and mechanisms of disease, its progress, and outcomes. The student will learn the foundation of disease in organs and systems throughout the human body. Additionally, students will be able to identify the differences in diseases, signs, and symptoms, normal and abnormal test results, cause and effect of diseases, its origins, and progression.

Prerequisites: MDCA1313, BIOL2401 and BIOL2402

MDCA2164 Practicum-Medical Assistant (1 Credit)

Hrs: 160 Lec: 0 Lab: 160

This course shall enable the student to integrate and apply knowledge and skills from all previous medical assistant core curriculum courses in actual patient settings. Students will perform administrative, clinical and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. The clinical practicum provides an opportunity for students to experience working in a qualified licensed health care practitioner's office, clinic, or urgent care setting. The student must complete 160 uncompensated hours in their clinical practicum. (Pass/Fail)

Prerequisite: All courses in the program with a cumulative GPA of 2.0 or higher.

MED2301.1 Mobility Procedures in Clinical Setting (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is designed to introduce students to sterile surgical techniques along with assisting minor surgical procedures. Patient education is the focus with emphasis on the students learning how to teach patients the proper way to use the following mobility devices: canes, crutches, walkers, and wheelchairs. Students will acquire certification in both CPR and First Aid skills.

Prerequisite: MDCA1317 and MDCA1352 or approval of the Program Dean.

BSN1505 Fundamentals of Nursing I (5 Credits)

Hrs: 102 Lec: 60 Lab: 42

This course is an introduction to the role of the professional nurse as a provider of client-centered care, client safety advocate, a member of the healthcare team, and a member of the profession. Topics included are fundamental concepts of nursing practice, history of the profession of nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps to manage the client and family through these issues. Emphasis is on the knowledge base, judgment, skills and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated into the coursework.

Prerequisite: Admission to Nursing Program

BSN2510 Fundamentals of Nursing 2 with Clinical (5 Credits)

Hrs: 115 Lec: 25 Lab: 90

This course is a continuation of Foundation of Nursing Care. Students are introduced to basic nursing knowledge and skills including dependent, independent and interdependent functions of the nurse. This course is designed to introduce the beginning student to the following concepts: Quality and Safety for Nurses (QSEN) Initiative incorporating client-centered care, teamwork, and collaboration, evidence-based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs. Nursing care plans with full incorporation of nursing process will be fully examined.

Prerequisite: Grade of "C" or better in BSN1505, Concurrent registration with HPRS1425

BSN2530 Obstetrics Nursing with Clinical (5 Credits)

Hrs: 141 Lec: 48 Lab: 93

This course provides relevant instructional learning experiences for nurses in providing care to the childbearing family during preconception, prenatal, antepartum, intrapartum, neonatal, and postpartum periods in a variety of settings. Health issues relating to growth and development are explored. The role of the nurse in health promotion and disease prevention for childbearing and childrearing families is emphasized.

Prerequisite: Grade of "C" or better in HPRS1402 and HPRS1337

BSN2720 Medical-Surgical Nursing I with Clinical (7 Credits)

Hrs: 181 Lec: 45 Lab: 136

This course is the application of evidence-based nursing knowledge focusing on medical-surgical nursing. Integration of nursing process, physiological and pathological concepts used to address complex and multi-system health needs of adults and the elderly who are experiencing selected complex health alterations. Topics include the nursing management of clients experiencing selected complex health alterations. The course will include direct patient care, clinical simulation of various kinds, use of realist patient scenarios, and critical thinking activities.

Prerequisite: Grade of "C" or better in BSN3510 and HPRS2435

BSN3455 Nursing Research and Evidence-Based Practice (Online Class) (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

This course emphasizes the importance and application of nursing research and scholarship for evidence-based nursing practice. The elements of the research process are utilized to appraise and translate scientific evidence to solve nursing practice issues. Focuses on critical thinking and writing skills that enable the student to develop competencies as a consumer of research, and sharing evidence of best practices with the inter-professional team.

Prerequisite: Grade of "C" or better in BSN3520 and HPRS1335, Concurrent registration with BSN3540

BSN3510 Pediatrics Nursing with Clinical (5 Credits)

Hrs: 141 Lec: 48 Lab: 93

This course provides both didactic and clinical experiences in nursing management of infants, children, and adolescents with acute, chronic and life-threatening conditions. It incorporates concepts of family-centered care, teamwork, and collaboration, patient safety, quality improvement, and informatics, utilizing an evidence-based practice approach.

Prerequisite: Grade of "C" or better in BSN2530, Concurrent registration with HPRS2435

BSN3530 Mental Health Nursing with Clinical (5 Credits)

Hrs: 129 Lec: 45 Lab: 84

This course focuses on the study of behavioral patterns considered to be deviations from normal. Principles and concepts of mental health, psychopathy, and treatment modalities related to the nursing care of clients and their families. The course is designed to provide the learner with basic knowledge and skills to function within the three roles of nursing (providing of care, manager/coordinator of care, member of profession) when working with clients/families across the lifespan, to promote psychosocial/spiritual well-being and/or to work with client/families experiencing problems with psychosocial/spiritual harmony.

Prerequisite: Grade of "C" or better in BSN3720, Concurrent registration with HPRS1335

BSN3540 Community Health Nursing with Clinical (5 Credits)

Hrs: 132 Lec: 48 Lab: 84

This course place emphasis on the use of nursing process to prevent illness and disease management within the population and community focusing on individuals, families, groups, and communities. The course assists the student to understand, recognize, and analyze the inter-relationship between epidemiology, communicable diseases, and environmental health and safety. The impacts of political, economic, social, environmental, and cultural concerns on the health of populations are thoroughly examined.

Prerequisite: Grade of "C" or better in BSN3530 and HPRS1335, Concurrent registration with BSN3455

BSN3720 Medical-Surgical Nursing 2 with Clinical (7 Credits)

Hrs: 181 Lec: 45 Lab: 136

This course is a continuation of Medical-Surgical Nursing 1 and focuses on theoretical, physiological and pathological concepts used to address complex and multi-system health needs of adults and the elderly who are experiencing selected complex health alterations. Additionally, the course will include the care of the critically ill as well as concepts of emergency care and disaster planning.

Prerequisite: Grade of "C" or better in BSN2720

BSN4315 Principles & Applications of Pharmacology (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on the principles and clinical application, and mechanisms of action of drug groups used in altered states of physiological function. It bridges basic pharmacology knowledge and clinical nursing. The student will learn about Pharmacokinetics and Pharmacodynamics. Students will be introduced to clinical pharmacology following an organ system approach; covering the major classes of therapeutically relevant drugs and how they work at the molecular and cellular levels. Application of nursing process to pharmacological mechanisms, critical drug therapy, and patient education will be discussed.

Prerequisite: Grade of "C" or better in BSN3540 and BSN3455, Concurrent registration with HPRS2450

BSN4345 Transition to Practice and Capstone (3 Credits)

Hrs: 68 Lec: 68 Lab: 0

This course builds on all the previous learning related to comprehensive and effective nursing care for clients. Review of all previous courses and exploration of concepts learned about the role of the nursing profession. Promotion and integration of all learning outcomes will be thoroughly explored. Students engage in self-directed and supervised study to enhance their nursing skills. Students demonstrate critical thinking in the development and implementation of comprehensive plans of care. Students integrate principles of advocacy, collaboration, coordination and evidence-based care to meet the complex needs of clients during clinical experiences.

Prerequisite: Grade of "C" or better in BSN4535 and HPRS1435

BSN4520 Gerontology Nursing with Clinical (5 Credits)

Hrs: 132 Lec: 48 Lab: 84

This course provides a foundation for nursing practice with older adults across the spectrum of health, illness, and care settings. The more subtle presentation of disease and the importance of functional and geriatric-specific assessment tools, as well as an interdisciplinary approach to care, is thoroughly discussed. There is an emphasis in this course on early recognition of the geriatric syndromes, preventing a downward spiral of disability, and facilitating function and quality of life for the older adult. ANA Gerontological Standards of Care, Institute of Medicine (IOM), and QSEN recommendations for improvements in quality and safety provide the framework for this course. Nurses completing this course will be able to incorporate Best Practices for managing pain, falls, delirium, dementia, malnutrition, incontinence, and polypharmacy when caring for older adults.

Prerequisite: Grade of "C" or better in BSN4315 and HPRS2450

BSN4535 Management of Care (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course focuses on the use of nursing process and previously learned nursing knowledge and skills into proper-clinical prioritization, critical management of care, appropriate assignment and supervision of care in various cases and scenarios. This will include collaboration with interprofessional healthcare members, ethical principles, legal scope of practice, and effective nursing management of care for various patients with regards to place, diagnosis, and critical status.

Prerequisite: Grade of "C" or better in BSN4520, Concurrent registration with HPRS1435

HPRS1335 Health Promotion and Nutrition (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides students with the knowledge, skills, tools, and evidence-based approaches that they need to promote health and prevent diseases. The course explores nutritional concepts and presents the learner with an application of these important topics within the public health and communities.

Prerequisite: Grade of "C" or better in BSN3720, Concurrent registration with BSN3530

HPRS1337 Human Health Assessment (3 Credits)

Hrs: 56 Lec: 36 Lab: 20

This course is designed to provide the students with the knowledge and skills necessary to perform a comprehensive health assessment utilizing the skills of history taking, interview techniques, communications, physical, and psychosocial. Ability to differentiate between normal and abnormal findings.

Prerequisite: Grade of "C" or better in BSN2510 and HPRS1425; concurrent registration with HPRS1402

HPRS1402 - Fundamentals of Pharmacology (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

This course is designed to provide a clear, concise introduction to pharmacology for students entering health professions programs. The course provides students with an overview of pharmacology with an emphasis on its applications within the context of the physiological, psycho/social, cultural, and spiritual needs of patients. It explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific responsibilities related to drug administration are emphasized.

Prerequisite: Grade of "C" or better in BSN2510 and HPRS1425, concurrent registration with HPRS1337

HPRS1425 - Pathophysiology (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

Designed to provide an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.

Prerequisite: Grade of "C" or better in BSN1505, concurrent registration with BSN2510

HPRS1435 - Healthcare Informatics (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

Learners will be exposed to the foundational knowledge to integrate informatics principles into practice. The course focuses on knowledge acquisition, knowledge processing, generation, dissemination, and feedback. The student will understand informatics and the way in which it supports the healthcare practices, education, administration, and research. Applications of concepts in Bioinformatics, transitional technologies, social media and mobile health.

Prerequisite: Grade of "C" or better in BSN4520, Concurrent registration with BSN4535

HPRS2435 - Cultural Health (Online Class) (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

Emphasizes the differences in cultural beliefs about health and illness, and models for cross-cultural health and communications. The course help students and professionals learn effective ways to implement health promotion programs and program evaluation across cultures.

Prerequisite: Grade of "C" or better in BSN2530, Concurrent registration with BSN3510

HPRS2450 - Leadership for Health Professions (4 Credits)

Hrs: 68 Lec: 68 Lab: 0

This course examines classical knowledge of leadership theory and time-honored best practices of industry leaders to a health organization context. Applications of theoretical concepts, such as organizational culture, cultural competency, ethical frameworks and moral practices will be discussed. Students will learn organizational theory, management, and supervision strategies.

Prerequisite: Concurrent registration with BSN4315

MSN5300 Nursing Theories and Application (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores the philosophies, theories, applications, and history of the science of nursing. Nursing theory and other theories are applied to practice using evidence-based innovations with a focus on advanced nursing practice. The roles of educator, clinician, and manager are investigated with emphasis on the contributions of the theorists. Nursing theories and other theories are evaluated and analyzed for their usefulness and applicability to nursing practice, education, and administration.

MSN5305 Health Care Law, Policy, and Ethics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course presents an overview of legal and ethical issues facing advanced practice nurses and providers in healthcare. It provides students with comprehension of health law, policy, and ethics and reviews a wide variety of healthcare legal, policy, and ethical situations and dilemmas.

MSN5310 Financial, Technology, and Economy of Healthcare (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Students will be introduced to the microeconomic theory and empirical studies that will deepen understandings of how consumers, firms, and the government influence health care expenditures, and patient health outcomes. The influence of technology and finance on health care and patient out will be examined.

MSN5315 Advanced Nursing Research and Evidence-Based Practice (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides the graduate nursing student with the knowledge and skills necessary to engage in evidence-based practice in the healthcare environment. The course focuses on the analysis of research and its application to practice. Students learn to design intervention strategies based on current best evidence and to measure patient outcomes related to the implementation of evidence-based practice.

MSN5320 Roles of Advanced Nursing Practice (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on the multifaceted roles of the professional nurse in advanced practice in a variety of clinical and academic settings. The distinct and emerging roles of the Nurse educator, clinical nurse specialist and the nurse practitioner are examined along with the legal and ethical implications of the advanced practice.

MSN5325 Interprofessional Communications and Collaborations in Healthcare (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores communication, decision making in the interprofessional environment. It seeks to improve students' abilities to function in inter-professional teams by using knowledge of various health care professions, principles of teamwork pertinent to any setting, and knowledge of teams as they function specifically in health care. Among the topics covered are team formation, leading teams, decision making in teams, managing conflict in teams, and some aspects of using teams for healthcare quality and safety improvement. The course identifies many members of clinical teams, including nurses, pharmacists, social workers, administrators, and physicians.

MSN5330 Advanced Leadership, Quality, and Safety in Nursing Practice (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course prepares students to assume responsibility and accountability for advanced practice roles. Also, application of leadership, quality, and safety practice principles at both the patient and system levels are used to promote high quality and safe patient care, reduce overall healthcare delivery costs, improve access to care, and influence political factors that affect interdisciplinary care. It provides an opportunity for the application of leadership theories and the use of quality and safety concepts in various healthcare settings.

MSN5335 Public Health and Epidemiology for Advanced Nursing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores the distribution and determinants of health and disease that affect human populations using health information and technology. Principles of genetics, genomics, and epidemiological data are considered for the design and delivery of evidence-based, culturally relevant clinical prevention and health promotion strategies and interventions. Evidence-based clinical prevention and population indices form the basis of a health promotion project.

MSN5340 Curriculum Development and Evaluation (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course presents an overview of curriculum development and evaluation. Participants will learn to design & evaluate curriculum, develop instructional materials, assess student learning & measure instructional outcomes for use in physical and online classes. Topics include preparation of course outlines & syllabi, development of lessons plans, the design of evaluation instruments and an explanation of how learning objectives & evaluation strategies affect the selection of content and materials.

MSN5345 Nursing Education Monitoring and Assessment (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores effective monitoring, development, and evaluation strategies of learners. Formulating reliable and valid tools for measuring learning outcomes.

MSN5350 Nursing Education Practicum (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores the teaching strategy of role play, focusing specifically on simulation and its application for both classroom and clinical practice within nursing education. Evidence-based simulation strategies will be explored using active teaching strategies

MSN5360 Capstone & Teaching Project (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The learner must complete a capstone project that provides the candidate with the opportunity to demonstrate the ability to synthesize theoretical knowledge, critique and analyze research findings, and utilize scientific evidence as a basis for advanced nursing practice. This course is an exploration of the nurse educator role in structuring teaching strategies that assure effective individual and group learning, safe clinical practice, and a commitment to lifelong learning. Nurse educator practicum placements are arranged within pre-licensure nursing education programs.

NURS3510 Professional, Legal, & Ethical Issues in Nursing Practice (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

In this course, students analyze important concepts of professionalism and professional values in nursing practice. The social, legal, ethical, cultural and inter-professional context of nursing practice is presented. Contemporary issues in professional nursing practice are presented including informatics, health care delivery, policy, financing, and nursing management across the health-illness continuum, across the lifespan, and in all healthcare settings.

NURS3520 Comprehensive Health Assessment (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course focuses on the health assessment component of the nursing practice using a lifespan approach. Integration of health assessment skills methods will be explored within the dimensions of pathophysiologic changes that occur during alterations in health. Considerations for health assessment will include growth and development, the psychological, socio-cultural and spiritual health of individuals.

NURS3530 Pathophysiology (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course provides a study of variations in physiologic functioning and alterations in the physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention.

NURS3540 Cultural Issues in Nursing Practice (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of cultural issues affecting professional nursing practice. Students examine topics of cultural and gender bias, ethnocentrism, cultural blindness, cultural imposition, legal trends, as well as select ethical and moral issues and dilemmas encountered when caring for culturally diverse patients and families.

NURS3545 Nursing Informatics (5 credits)

Hrs: 90 Lec: 90 Lab: 0

This course is the foundation for the improvement of effective nursing practice and patient outcomes through the application of patient care technology, knowledge, regulations, and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety. The focus is on the integration of nursing, information and communication management, and information science for the support of excellent professional nursing practice. Students will be able to define nursing informatics, and information science. This course will also give students awareness of and information on ethical considerations and applications in nursing informatics use of social networking tools, handheld computers, and e-portfolios in healthcare environments.

NURS3460 Nursing Research & Evidence-Based Practice (4 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course emphasizes the importance and application of nursing research and scholarship for evidence-based nursing practice. The elements of the research process are utilized to appraise and translate scientific evidence to solve nursing practice issues. Focuses on critical thinking and writing skills that enable the student to develop competencies as a consumer of research, and sharing evidence of best practices with the inter-professional team.

NURS4410 Health Promotion (4 Credits)

Hrs: 90 Lec: 90 Lab: 0

Focuses on nursing care of specialized individuals and populations. The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. Different influences on individual and community health systems are analyzed. Includes the importance of population health promotion, along with clinical prevention, throughout the lifespan and the assistance of individuals, families, groups, communities, and populations to prepare for and minimize health consequences of emergencies, including mass casualty disasters.

NURS4420 Nursing Leadership Practice (4 Credits)

Hrs: 90 Lec: 90 Lab: 0

Focuses on nursing leadership including developing and refining knowledge, skills, and attitudes in working within organizational and community arenas. Also focuses on the actual provision of care and/or supervising care provided by other licensed and non-licensed assistive personnel. Examines nursing leadership and management through the use of a systems approach with a focus on quality and safety of client care. Discusses leadership models, behavior, and strategic planning at various organizational levels.

NURS4530 Gerontology Nursing (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course provides a foundation for nursing practice with older adults across the spectrum of health, illness, and care settings. The more subtle presentation of disease and the importance of functional and geriatric-specific assessment tools, as well as an interdisciplinary approach to care, is thoroughly discussed. There is an emphasis in this course on early recognition of the geriatric syndromes, preventing a downward spiral of disability, and facilitating function and quality of life for the older adult. ANA Gerontological Standards of Care, Institute of Medicine (IOM), and QSEN recommendations for improvements in quality and safety provide the framework for this course. Nurses completing this course will be able to incorporate Best Practices for managing pain, falls, delirium, dementia, malnutrition, incontinence, and polypharmacy when caring for older adults.

NURS4540 Population-Based Nursing (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance of health promotion and prevention across the lifespan, vulnerable populations, global health considerations, and the role of nursing in disaster settings.

NURS4550 Pharmacology (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course provides a study of pharmacologic principles as they relate to nursing. Medications are addressed, by classification, through the integration of pathophysiological indications for use, the anticipated side effects, and the impact on the health of the individual. Specific instruction is provided regarding the safety of medication administration, principles of risk reduction, and patient/family teaching across the lifespan.

NURS4560 Health Care Delivery Systems (5 Credits)

Hrs: 90 Lec: 90 Lab: 0

This course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. Healthcare policy, finance, and regulatory environments will be discussed. This course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today.

ACCT2301 Principles of Accounting I (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Principles of Accounting I is an introduction to financial accounting concepts and their application in transaction analysis. The student will learn how to prepare financial statements, analyze financial statements and understand accounting in proprietorships, partnerships, and corporations.

ACCT2302 Principles of Accounting II (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Principles of Accounting II is a study of the fundamentals of managerial accounting with an emphasis on budgeting, planning, management decision making, and an analysis of financial reports. Students will define and develop a working knowledge of management accounting terminology and procedures; and prepare and analyze reports for financial decision making including statement of cash flows, budgets, variance analysis, and other managerial decisions.

Prerequisite: ACCT2301

AVMT4309 Human Factors in Aviation Safety (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides an introduction and overview of the theories, concepts, applications, and practices of the field of aerospace safety and covers topics such as human factors, mechanical factors, accident investigation, safety programs, and safety statistics.

BCIS1305 Business Computer Applications (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is designed to aid students in the development of critical-thinking skills needed to diagnose, troubleshoot, and solve typical issues encountered by end users of workstations. These skills will prepare students to complete tasks associated with helpdesk and technical customer service. Also, this course will include an introduction to Microsoft Excel, a popular and complex business application.

BCIS3306 Introduction to Network Management and Convergence (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course examines management strategies and implications for current and emerging technologies and their application in real-world business settings. Students in this course are presented with concepts in the management of IT Convergent Networks delivering Voice & Data, Data & Video Imaging, Voice over Data Internet Protocols, IP Telephony Architecture, Topologies, and Security and their potential application to an existing or emerging business environment.

BCIS3350 Business System Analysis & Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on the study of enterprise and application systems analysis in organizations. Students will learn the skills, processes, technologies, applications, and practices used to define markets and support decision making. Students will use industry cases to design prototypes and methodical procedures to be used as delivery mechanisms intended for understanding a firm's internal strengths and weaknesses. Emphasis on the design phase of systems analysis projects will be included.

BCIS4355 Advanced Information Systems Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Students in this course develop skills related to ongoing planning, development, and management of Information Systems. Students explore advances in Computer Telephony Integration/ Integrated Voice Response (CTI/IVR) Systems for Contact Center Applications. Emphasis is placed by maintaining a balance between technology tools and business operations developing effective business strategies.

BCIS4365 Database Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course concentrates on the process of database design. Students will understand how to plan, analyze, implement, and maintain Database Management Systems (DBMS). Students will use relational DBMS software to store, access and manage data and learn how to utilize the information to facilitate decision-making. Students learn how to incorporate business management and network management principals to support organizational goals. Problem resolution in an enterprise environment is emphasized.

BCIS4370 E-Business, Strategy, Architecture and Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course concentrates on Business Management skills and concepts of electronic commerce in an organization. Emphasis is placed on maintaining a balance between technology tools and e-commerce strategy. The course addresses architecture and design of business-to-consumer solutions and Customer Relationship Management applications while maintaining security and defense of Business Processes in Cyber Space.

BSAN4301 - Business Analytics Fundamentals (3 credits)

Hrs: 48 Lec: 48 Lab: 0

The course will examine the concepts of data analysis and how it transforms the business process. Emphasis will be placed on the development of sound research questions, the identification and verification of data sources, the retrieval, cleaning, and manipulation of data, and the process for identifying the data elements that are relevant for a given audience. There will be a character element included in the analysis of data.

BSAN4302 - Data Warehousing and Mining Applications (3 credits)

Hrs: 48 Lec: 48 Lab: 0

This course is on data mining and applications. It introduces the basic concepts, principles, methods, implementation techniques, and applications of data mining, with a focus on two major data mining functions: (1) pattern discovery and (2) cluster analysis. There will be a character element included in the analysis of data.

BSAN4303 - Enterprise Data Analytics (3 credits)

Hrs: 48 Lec: 48 Lab: 0

The course explores tools and techniques to analyze, review and present data and data analysis recommendations from an organizational perspective. The focus will be on spreadsheet formulas, graphing, and exploring business problems and solutions. The Enterprise will be evaluated, allowing for data analysis solutions to be created and presented. There will be a character element included in the analysis of data.

BSAN4305 - Advanced Simulation and Optimization Methods (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course deals with optimization methods that help in decision-making. It will cover a broad range of relevant quantitative techniques for decision-making. Each technique will be discussed along with relevant theory and will be illustrated and motivated using important applications. The course will allow optimization to be done through simulation. There will be a character element included in the analysis of data.

BSAN4306 - Advanced Algorithms for AI (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course will present topics in Artificial Intelligence (AI). There will be an emphasis on the problems in the field of AI that tend to receive the most attention while defining ways analytics can assist in their decision making. The course will focus on how to build and search graph data structures needed to create software agents. Also, the course will define and break down larger problems into some more specific, manageable sub-problems, and define the statistical tools commonly used in AI and about the basic symbol system used to represent knowledge. There will be a character element included in the analysis of data.

BUSI1301 Introduction to Management (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to the many facets of the private enterprise system and of the businesses that operate within its framework. Your experience in this course will enable you to gain a better understanding of what business arena is all about, how a business operates and which business functions are needed in any business enterprise. This course serves to put the student through an onboarding process into the mock organization that will be the core of their business curriculum. The class has a focus on the differences between a manager and leader, character, and examines various leaders. At the end of the course, the student will have an understanding of the Hallmark definition of leadership used throughout the program, expect how to be successful within the mock organization, and how it will work for their success.

BUSI2330 Business Statistics I (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to introduce students to basic statistical techniques utilized in business. Business Statistics I is the first in a sequence of two courses which will utilize mathematical and statistical techniques in the analysis of business and managerial problems. The emphasis of Business Statistics I is on problem recognition, problem formulation, and selection of proper techniques, problem solutions, and evaluation of results. The use of electronic spreadsheets is an integral part of this course. The student will learn how to collect, summarize, and interpret data. Subject matter in this course will include descriptive statistics, probabilities, discrete and continuous data analysis, sampling design, and confidence intervals.

BUSI3301 Business Law (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is a study of the laws affecting the operation of businesses. Legal analysis of contemporary environment of business law including the common law, legal reasoning, court systems and procedures, constitutional law, torts, contracts and corresponding areas of Article 2 of the Uniform Commercial Code, agency, property, bailment, international law, and related jurisprudential topics in light of social, ethical, political, economic, and global perspectives. Topics include commercial paper, credit transactions, security devices, and bankruptcy.

BUSI3365 Business Intelligence and Analytics (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course provides an introduction to Business Intelligence, including the processes, methodologies, infrastructure, and current practices used to transform business data into useful information and support business decision-making. This course will review logical data models for both database management systems and data warehouses. Students will learn to extract and manipulate data from these systems and assess security-related issues. There will be a character element included in the analysis of data.

BUSI4355 Information Technology Capstone (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This culminating course of study is where the student will demonstrate knowledge of the major concepts presented in the program. This will be done by completing a research project, presenting a completed body of work or some other comprehensive method of displaying proficiency in the subject matter. It provides students with a significant experience by integrating knowledge from several courses and with a means to practice project management, technical writing, and technical presentation skills. An example of this would be to submit a response to a request for proposal.

BUS5330 Applied Statistics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to introduce the student to the statistical methodology used for data analysis and managerial decision-making. Emphasis is placed on applications through working examples. The course introduces students to basic concepts in probability and statistics of relevance to managerial decision making. Topics include Introduction to Statistics, Probability Theory in Business, Probability Distributions, Correlation, Regression, Time Series, and Statistical Decision Theory. This course deals with the basics of converting corporate data into actionable information for managerial decision making.

BUS5334 Network Interpretation and Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

In this course students will examine several building blocks of human networks such as message system types, dynamics of social cognition, elements of persuasive communications, steps in group attitude formation and change, the valence of face-to-face interactions and small group situations, strategies of attributional and communicative interpretation, representative mass communication effects, and the social influence of networks. The aim of this course is to introduce human networks and a relational way of analysis. Students will gain an introductory competency to read, catalog information, and propose network-based research to interpret concepts that might be examined through reliable measurements; and propose network designs through the lens of substantive research questions. The character traits of communication and dependability are essential to this study.

CIST3235 Structured Systems Analysis and Design (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to the analysis, design, and implementation of information systems. Students are expected to integrate and apply their knowledge in management and information systems to real world (problem solving) situations. Students will learn the contemporary systems analysis and design concepts and methodologies. Both structured systems development method and object-oriented method will be covered. Furthermore, we will discuss the role of some popular business software products, such as Oracle 9i, SAP R/3, PeopleSoft, Panther Soft and Microsoft product line in information systems development.

CPMT1351 IT Essentials: PC Hardware & Software (3 Credits)

Hrs: 64 Lec: 32 Lab. 32

This course is part of a series of Core IT courses essential to every degree path at Hallmark. This hands-on course is designed to introduce students to the hardware and software components of the modern personal computer workstation. Lectures, lab projects, and assignments reinforce skills as they are learned. Specific topic coverage includes: introduction to the personal computer, safe lab procedures and tool use, step-by-step computer assembly, basics of preventative maintenance and troubleshooting, fundamental operating systems, fundamental laptops and portable devices, fundamental printers and scanners, fundamental networks, fundamental security, communication skills, advanced personal computers, advanced operating systems, advanced laptops and portable devices, advanced printers and scanners, advanced networks and advanced security.

CPMT1352 Networking Essentials (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is part of a series of Core IT courses essential to every degree path at Hallmark. In this course, students are introduced to basic networking concepts, terminology and essential tasks involved in network support and administration. Other topics include a detailed nomenclature of terms and concepts used in networking systems, an introduction to the OSI model, basic subnetting, and other related topics. Students who complete this course will be prepared to successfully take and pass the CompTIA Network+ certification test.

Prerequisite: CPMT1347 and CPMT1348, or CPMT1351

CPMT4350 Information Technology Capstone (3 Credits)

Hrs: 80 Lec: 16 Lab: 64

In this course, students demonstrate knowledge of the major concepts presented in the entire program of study. This course provides students with a significant experience by integrating knowledge from several courses with the opportunity to study and take professional certification exams. The certifications of focus will be upon the ones that are aligned with their Associate's IT Program. Note: credit for this course may be earned by externship if approved by the Dean of the IT program or the Vice President of Academic Affairs.
CompTIA A+ Certification
CompTIA Security+ Certification
Cisco Certified Networking Associate (CCNA) Certification
Microsoft Certified Solutions Associate (MCSA) Certification

Prerequisite: All AAS Information Technology technical courses or approval of Program Dean.

CYS5331 – Cyberlaw, Regulations, and Compliance (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Cyberlaw, Regulations and Compliance prepares students to participate in legal analysis of relevant cyberlaws and address governance, standards, policies, and legislation. Students will conduct a security risk analysis for an enterprise system. In addition, students will determine cyber requirements for third-party vendor agreements. Students will also evaluate provisions of both the 2001 and 2006 USA PATRIOT Acts.

CYS5332- Cyber Risk Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Content focuses on categorizing levels of risk and understanding how risk can impact the operations of the business through a scenario involving the creation of a risk management program and business continuity program for a company and a business situation reacting to a crisis/disaster situation affecting the company.

CYS5333 – Security Policies and Standards - Best Practices (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on the practices of planning and implementing organization-wide security and assurance initiatives as well as auditing assurance processes

CYS5334 – Secure Network Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Secure Network Design covers topics for designing and protecting computer networks. Course topics emphasize secure physical and logical network architecture design for both wired and wireless networks. Secure Network Design provides students the opportunity to recognize secure network characteristics, apply techniques to securely configure network devices, propose network segmentation strategies, perform root cause analysis, and recommend mitigation approaches based on industry best practices. There are no prerequisites for this course

CYS5335 -Secure Software Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Secure Software Design focuses on the variety of elements needed to address and implement secure software acquisition and development throughout the Software Development Life Cycle (SDLC). It covers the end-to-end principles and addresses people, technology (tools), and processes to design and develop consistently secure applications. Additionally, this course underscores the importance and value of the defense in depth principle across the entire SDLC. Finally, this course introduces techniques to adapt common security activities to modern software development practices, including Agile/Scrum and DevOps. There are no prerequisites for this course

CYS5336 – Forensics and Network Intrusion (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Forensics and Network Intrusion builds proficiency in detecting hacking attacks and properly extracting evidence to report the crime and conduct audits to prevent future attacks. Topics include computer forensics in today's world; media and operating system forensics; data and file forensics; audits and investigations; and device forensics. This course prepares students for the following certification exam: EC-Council Computer Hacking Forensic Investigator. This course has no prerequisites.

CYS5337- Supervisory Control and Data Acquisition (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Supervisory control and data acquisition systems are used to control many utility networks, chemical plants, pipelines and many other types of industries. This course will examine the vulnerabilities associated with these systems and discuss how they can be made secure from outside attack. Fundamentals of software-controlled processes will also be discussed.

CYS5338 – Advanced Cyber Defense Seminar (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course delves in to the real-world battlefield of cyberspace. It covers the history of cyberwarfare and the variety of new concerns its emergence has fostered. This course explores how cyberwarfare has become an important part of the modern military arsenal and provides strategies for protecting a threatened network, as well as strategies for dealing with specific cyber war actors and threats. It then concludes with an exploration of the future of cyberwarfare considering the evolution of cyber-related capabilities, current threats, and emerging technology.

CYS6339– Cybersecurity Capstone Project (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides faculty guidance in preparation of material to completely satisfy the requirements to earn a graduate degree. This includes clarification of general program expectations, familiarization with research resources, presentation of models of effective policy and administrative analytical reports, and provision of basic support in a structured environment of feedback. Through this course the student will develop abilities to do independent research using the concepts and tools of learned throughout the program. The principal assignment is to undertake a research project and to produce and present a senior-level thesis. Hallmark University's Academic Department leaders expect that the papers will be professionally written, structured, and organized. Students must support provided information with appropriate data and evidence and reveal a command of the field of leadership and concepts that he or she has acquired in the course of their course of study

CYSEC4302 Cryptography and Computer Security (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course will review security mechanisms for protecting information in computer systems and networks. Includes cryptography and its applications to security services in distributed systems, the mathematics of cryptography, access control, protection models, security policies, and design of secure systems, firewalls, and intrusion detection.

CYSEC4303 Hacking and Countermeasures (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is designed to immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure information systems. The student will gain in-depth knowledge and practical experience with essential security systems, and become prepared to succeed on the Certified Ethical Hacker certification from EC-Council. This course covers a plethora of offensive security topics ranging from how perimeter defenses work, to scanning and attacking simulated networks. A wide variety of tools, viruses, and malware is presented in the course providing a complete understanding of the tactics and tools used by hackers. By gaining a thorough understanding of how hackers operate, the student will learn how to set up strong countermeasures and defensive systems to protect an organization's critical infrastructure and information.

CYSEC4321 Security and Risk Management (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

The Security and Risk Management domain entails the identification of an organization's information assets and the development of documentation implementation and update of policies, standards, procedures, and guidelines that ensure confidentiality, integrity, and availability. Management tools such as data classification, risk assessments, and risk analysis are used to identify threats, classify assets, and to rate their vulnerabilities so that effective security measures and controls can be implemented.
Prerequisite: ITSY1300

CYSEC4322 Asset Security (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course covers asset security best practices including classification techniques and asset security ownership. A student will explore privacy protection considerations, including data remanence and collection limitations. Students will learn about best practices for media, hardware, and personnel retention, and techniques for determining the most appropriate data security controls like scoping, tailoring and cryptography. A student will gain a deep understanding of information classification categories, how they apply to various information types, what is required to ensure that the data is protected while at rest, in use and in motion. The student will understand how data classification assists with the identification of critical assets and how to determine the appropriate level of security controls necessary to protect that data. This Asset Security Course provides the student with the framework and policies, concepts, principles, structures, and standards used to establish criteria for the protection of information assets and to assess the effectiveness of that protection. It includes issues of data ownership, retention and destruction, and privacy issues. It also emphasizes the power of administrative, technical and physical controls required for the effective protection of the confidentiality, integrity, and the availability of information assets.

CYSEC4323 Security Engineering (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is one of three tactical-level cybersecurity courses. In Security Engineering, students will learn how to design the implementation and monitoring of information technology assets. Other topics include those controls used to enforce various levels of confidentiality, integrity, and availability.
Prerequisite: CYSEC4321

CYSEC4324 Communication and Network Security (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Communications & Network Security pertains to the security management and risk assessment of a network, computer system, and overall environment. To thwart attacks and keep information secure, it is essential for security professionals to fully understand all aspects of secure communication protocols, authentication protocols, and the steps necessary to identify system vulnerabilities and how to develop and implement mitigation strategies to secure the network devices. One of the primary activities within communication & network security is detecting and responding to security-related incidents. In this course, you'll learn about network device discovery, port scanning, fingerprinting, web application scanning, wireless scanning, and the utilization of network monitoring tools. This course also covers how to use vulnerability scanning tools to detect potential vulnerabilities and tools and tactics used to mitigate the attack surfaces within the network.
Prerequisite: CYSEC4321

CYSEC4325 Identity and Access Management (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Identity and access management (IAM) is at the heart of security management and is key to maintaining a secure environment. Compromising identity is the main aim of most attacks on data confidentiality. In this course, you'll learn about physical and logical access control, the proper management of identity and identification of the identity lifecycle, and attacks to access control and their mitigation. You'll also learn about the design and components of network systems, how to implement secure systems, and how to mitigate common attacks. Identity and access management deals with how users within an organization are given an identity – and how it is protected, including saving critical applications, data, and systems from unauthorized access while managing the identities and access rights of people both inside and outside the organization. Identity and access management has to do with the efficiency and effectiveness of controls. Are the controls doing the right thing in an intelligent way? How can we align these controls with the business processes for a mature solution?
Prerequisite: CYSEC4321

CYSEC4326 Security Assessment and Testing (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is one of three tactical-level cybersecurity courses and concludes the cybersecurity track. Security Assessment and Testing covers the techniques used to manage the risks involved in developing, producing, operating, and sustaining systems and capabilities. In this course students will learn to develop assessment and testing strategies, test security controls, evaluate testing outputs and attack or defend the vulnerabilities in security architecture.

Prerequisite: CYSEC4322, CYSEC4325, and ITNW2394

CYSEC4327 Security Operations (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Operations Security is concerned with the same basic elements as all the other CISSP domains, and those are confidentiality, integrity, and availability. In these courses, we classify cybersecurity activities at three levels: strategic, operational, and tactical. Security operations pertain to the security management and risk assessment of a network, computer system, and overall environment. To thwart attacks and keep information secure, it is essential for security professionals to fully understand all aspects of operations security management, including administrative responsibilities, attack types, change and configuration management, email security and more. One of the primary activities in security operations is detecting and responding to security-related incidents. In this course, you'll learn about disaster recovery planning, strategies and implementation, physical security, logging and preventative measures, change and configuration management as well as patch management. This course also covers how to use preventative measures such as firewalls, whitelisting and blacklisting, sandboxing, and anti-malware.

Prerequisite: CYSEC4321

DMRKG4301 - Digital Marketing Fundamentals (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course explores how digital marketing is integrated into current marketing strategies. The basics of emerging digital marketing media and related techniques for reaching online consumers across multiple devices including desktop and mobile are covered. Additionally, the course explores digital marketing's transformative impact on traditional marketing practices and examines digital segmentation, digital marketing around the globe, digital divide, digital privacy, and digital analytics. There will be a character element included in the development of marketing plans and strategies.

DMRKG4302 - Communications in Digital Marketing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course will examine the theory and techniques applicable to digital marketing communication functions. It will provide a knowledge base that will allow students to research and evaluate a company's marketing and promotional situation and use this information in developing effective communication strategies and programs. There will be a character element included in the development of marketing plans and strategies.

DMRKG4303 - Social Media and Content Marketing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course will explore the increasing emphasis on integrated social media strategies and need for marketing professionals and organizations to have end-to-end social media expertise. Through case studies, interactive sessions, and class exercises, students will learn best practices and develop the skills to connect business objectives with social media strategy, platforms, and tactics. Topics will include choosing appropriate platforms, creating effective and engaging social media content, content management, social listening and creating a social media policy. There will be a character element included in the development of marketing plans and strategies.

DMRKG4304 - Search Engine Marketing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course will focus on how to analyze a website and understand various criteria of SEO analysis for a website. There will be an introduction of SEO analysis tools, its effective usages, and benefits for each tool. There will be a focus on preparing documentation connected with initial website analysis and traffic ranking analysis. Search Engine Optimization (SEO) covers long-tail keyword research methods, on-page SEO for a focus keyword, inbound link building, and identifying influential sites based on Domain Authority to support online PR efforts. There will be a character element included in the development of marketing plans and strategies.

DMRKG4305 - Viral Marketing: Creating a Buzz (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The purpose of the course is to introduce various marketing strategies surrounding creating a buzz and viral marketing. The focus will be on theories and practices that inform the industry and partners of a company or product. There will be an emphasis on case reviews to understand how the buzz was created. There will be a character element included in the development of marketing plans and strategies.

DMRKG4306 - Analysis and Optimization of Digital Media (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The foundation for the course will be to see the brand touchpoints through our users' eyes. The focus will be on the power of design thinking and a user-centric focus to drive successful online marketing strategies and campaigns. There will be a character element included in the development of marketing plans and strategies.

DMRKG4307 - Mobile Marketing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course will explore the highly dynamic mobile marketplace, understanding mobile technology, become aware of the evolving options available, evaluate which are relevant to their marketing objectives and create compelling campaigns that take advantage of the power of mobile. There will be an emphasis on both theory and real-life applications, which will leverage a combination of current industry information, guest lectures, and in-class exercises. The course will cover a wide range of key topics including mobile display advertising, mobile payments & commerce, and location-based marketing. There will be a character element included in the development of marketing plans and strategies.

FINA3301 Corporate Finance (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The student will be introduced to the basic concepts, principles, and analytical techniques of financial management. The course will emphasize net present value, cash flows, and the tradeoff between risk and return. Other topics will include the time value of money, financial planning and analysis, capital budgeting, valuation and risk and return.

Prerequisite: ACCT2301, and ACCT2302

HCM4301 Orientation to Clinical Protocols (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to provide a basic familiarity with common and specialty health care facilities and services, procedures, equipment, and supplies. Students will become familiar with the processes of strategic planning and risk management in addressing quality of care issues that are specific to management of health care systems, such as could be found in clinics, hospitals, long-term care facilities, and other such settings.

HCM4302 Health Facility Operations (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides the foundation on which to develop and build the management plans to ensure a safe and efficient working environment. Students will learn the specifics of health care safety and hazard control, of chemical safety, proper handling of medications and chemical reagents, and disease prevention protocols, to include bloodborne pathogen training and certification. They will also learn and discuss the basics of emergency management and planning, and what steps are involved in disaster planning.

HCM4303 Healthcare Informatics (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to give the student a grounding in healthcare systems, types of healthcare data and infrastructure systems, familiarity with several popular electronic health record systems, and a keen appreciation of the challenges of healthcare security issues, such as those addressed in HIPAA and HITECH legislation. There will be particular emphasis on areas to include risk management and patient safety, as well as legal and ethical issues involved with healthcare data and expectations of privacy.

HCM4305 Healthcare Negotiations and Policy Issues (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to help the healthcare manager better understand and apply the business processes of revenue cycles and financial management and in the art and practice of negotiating contracts with vendors, electronic data systems, and insurance companies. There will be an evaluation of the impact of pharmaceutical and medical device representative partnerships on medical practice, and the legal and ethical implications of these roles and relationships.

HCM4307 Legal and Ethical Aspects of Health Administration (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course is designed to address the legal and ethical aspects of healthcare administration and management. Particular focus will be on compliance issues, HIPAA/HITECH regulations, creating policies and procedures for various healthcare settings, processes of audits, and the consequences of noncompliance.

HCM4345 Healthcare Reimbursement (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course explores some of the major issues facing the healthcare industry and the effect that public policy and business environment has on a healthcare organization. Emphasis is on supply and demand theory, reimbursement systems, managed care, charge-master management, Case-mix management, DRG prospective payment, insurance, Medicare, Medicaid, governmental regulations, accessibility, eligibility, budgeting, and planning. Students learn to use informational and research tools to make effective management decisions

ITCC1311 CCENT: Introduction to Networks (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is part one in a series of four courses in the Cisco Networking Academy program CCNA Track. In this hands-on course, students will learn the basics of networking including architecture, structure, functions, components, and models of the Internet and other computer networks. Students will examine human versus network communication and note the parallels between them; survey the two major models used to plan and implement networks: OSI and TCP/IP, and learn the "layered" approach to networks. Other topics will include the OSI and TCP/IP layers, an overview of the various network devices and network addressing schemes, and the types of media used to carry data across the network.

ITCC1314 CCENT: Routing and Switching Essentials (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is part two in a series of four courses in the Cisco Networking Academy program CCNA Track. This hands-on course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will also learn to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks. This course will also cover the architecture, components, and operations of routers and switches in a small network.

Prerequisite: ITCC1311

ITCC2318 CCNA: Scaling Networks (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

Prerequisite: ITCC1311 and ITCC1314

ITCC2320 CCNA: Connecting Networks (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is part four of the four-part series of courses in the Cisco Networking Academy program CCNA Track. In this hands-on course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

Prerequisite: ITCC1311, ITCC1314, and ITCC2318

ITMT1382 Microsoft Systems: Client Operating Systems (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Microsoft Windows 10 Certification 70-697: Configuring Windows Devices. Students master configuration or support for Windows 10 computers, devices, users and associated network and security resources. Those in this IT Professional career field are prepared to work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. Also, these IT Professionals will have mastered the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows 10-based computers and devices as a portion of their broader technical responsibilities. Additional skills addressed in this course are the following: install and upgrade to Windows 10, configure hardware and applications, configure network connectivity, configure access to resources, configure remote access and mobility, monitor and maintain Windows clients, and configure backup and recovery options.

ITMT2314 Microsoft Systems: Installation, Storage, and Compute (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Microsoft Certification 70-740: Installation, Storage, and Compute with Windows Server 2016. This course is one in a series of three courses designed to prepare you for Microsoft Certified Solutions Associate (MCSA): Windows 2016 certification. This course provides in-depth coverage of the 70-740 certification exam objectives and focuses on the skills you need to install and configure Windows Server 2016. This course will offer an in-depth knowledge of Windows Server 2016, including installation, local and remote management, file and storage services, Hyper-V virtualization, and high availability. You'll also get hands-on experience working with Microsoft's newest server features including Storage Spaces Direct, PowerShell Direct, Nano Server, and Windows containers. Throughout the course, live virtual machine labs based on the Hands-On Projects within the readings let you experience firsthand the processes involved in Windows Server 2016 configuration and management.
Prerequisite: ITMT1382

ITMT2316 Microsoft Systems: Networking (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Microsoft Certification 70-741: Networking with Windows Server 2016. This course is one in a series of three courses designed to prepare you for Microsoft Certified Solutions Associate (MCSA): Windows 2016 certification. This course provides in-depth coverage of the 70-741 certification exam objectives and focuses on the skills you need to administer networking features and functionalities available in Windows Server 2016. This course provides familiarity with implementing and managing DNS, DHCP, and IPAM, as well as deploying remote access solutions such as VPN and RADIUS. Students will also gain experience managing DFS and branch cache solutions, configuring high-performance network features and functionality, and implementing Software Defined Networking (SDN) solutions such as Hyper-V Network Virtualization (HNV) and Network Controller.

ITMT2318 Microsoft Systems: Identity (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Microsoft Certification 70-742: Identity with Windows Server 2016. This course is one in a series of three courses designed to prepare you for Microsoft Certified Solutions Associate (MCSA): Windows 2016 certification. This course provides in-depth coverage of the 70-742 certification exam objectives and focuses on the skills you need to manage identities using the functionalities in Windows Server 2016. This course will provide in-depth knowledge and hands-on experience in installing, configuring, managing, and maintaining Active Directory Domain Services (AD DS) as well as implementing Group Policy Objects (GPOs). Students will also become familiar implementing and managing Active Directory Certificate Services (AD CS), Active Directory Federations Services (AD FS), Active Directory Rights Management Services (AD RMS), and Web Application Proxy.

ITMT2320 Microsoft Systems: Collaboration (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course will provide you with the knowledge and skills to plan, deploy, manage, secure, and support Microsoft Exchange Server2013. This course will teach you how to configure Exchange Server 2013 and supply you with the information you will need to monitor, maintain, and troubleshoot Exchange Server 2013. This course will also provide guidelines, best practices, and considerations that will help you optimize performance and minimize errors and security threats in Exchange Server 2013. This course is intended for people aspiring to be enterprise-level messaging administrators. Others who may take this course include IT generalists and help desk professionals who want to learn about Exchange Server 2013. After completing this course, students will be able to: deploy and manage Exchange Server 2013, plan and configure the mailbox server role, manage recipient objects, address policies, and address lists in Exchange Server 2013; plan and implement the Client Access server ole in Exchanger Server 2013; securely plan and configure Microsoft Outlook Web App and mobile messaging using the Client Access server; and understand and manage highly available Client Access servers in Exchange Server 2013; plan for disaster mitigation, implement backup and recovery for Exchange Server 2013; plan and configure message transport in an Exchange Server 2013 organization; plan message security options, implement an antivirus solutions, and implement an anti-spam solution; configure permissions and secure Exchange Server 2013; and monitor, maintain, and troubleshoot an Exchange Server 2013 environment.

ITMT2370 Windows PowerShell Scripting (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course provides a foundational knowledge of Windows PowerShell scripting environment. Windows PowerShell is the de facto management standard for Windows administrators. As part of the Microsoft Engineering Common Criteria, Windows PowerShell management hooks are built into all server-based products, including Microsoft SQL Server, Exchange, System Center, and SharePoint. Knowledge of, and even expertise in, this technology is no longer "nice to know"—it is essential, and it often appears as a required skill set in open job notices.

Prerequisite: CIST1310

ITMT2366 Implementing an Advanced Server Infrastructure (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This Implementing an Advanced Server Infrastructure course covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and providing services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam objectives. This course focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. Also, this course covers valuable skills such as implementing advanced network services, advanced file services, dynamic access control, network load balancing, and failover clustering.

Prerequisite: ITMT2311, ITMT2361, and ITMT2312 or approval of the Program Dean.

ITMT2370 Windows PowerShell Scripting (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This Implementing an Advanced Server Infrastructure course covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and providing services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam objectives. This course focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. Also, this course covers valuable skills such as implementing advanced network services, advanced file services, dynamic access control, network load balancing, and failover clustering.

Prerequisite: CIST1310

ITNW1313 Computer Virtualization (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. This course will prepare you for the VMware Certified Professional Certification Exam.

ITNW1393 Introduction to the Linux Operating System (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is part of a series of Core IT courses essential to every degree path at Hallmark. In this course, students will learn how to use the Command Line Interface (CLI) using the Linux operating system. Students will learn the various kinds of Linux distros, how to download, install, and access the Linux command line interface, and various other system administration tasks. Students will take weekly exams to reinforce their mixed media learning experiences. They will also take an experience-based final examination that emphasizes skills demonstration rather than concept memorization.

Prerequisite: CPMT1351

ITNW2394 Advanced Linux for Security Professionals (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course prepares students to become advanced penetration testers and security auditors using an optimized Linux distribution built for security researchers. Students will use a variety of tools designed for a wide array of information security tasks including information gathering, vulnerability analysis, password attacks, stress and penetration testing, digital forensics and malware analysis. The course is intended to train future security professionals and IT administrators by using an all-in-one solution to test the security of networks and systems. The course also teaches risk mitigation strategies, penetration testing standards, and Linux configuration details.

Prerequisite: ITNW1393

ITS5331 Emerging Technologies (3 credits)

Hrs: 48 Lec: 48 Lab: 0

Examines science-based innovations with the potential to either create or transform a constellation: emerging technologies may involve either a single discovery or a bundle of innovations that converge to create a new technological system. This course focuses on the emergence of technology from basic research to implementation that includes the proliferation of cloud use by organizations of all sizes and industries. Seminar format, case-study preparation, presentation, and cooperative learning are defining characteristics of this course.

ITSY1300 Fundamentals of Information Security (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Other topics include identification of exposures and vulnerabilities and appropriate countermeasures, as well as the importance of appropriate planning, policies, and controls. This course will prepare students to successfully take and pass CompTIA's Security+ Certification Exam.

Prerequisite: CPMT1352

MGMT2320 Introduction to Project Management (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is intended to introduce broad concepts in project management as applied in modern information technology operations. The course will start with the definition of a project and the triple constraints of scope, schedule, and cost concerning the quality of outcomes. Students will also learn how to plan, scope, schedule, cost, and manage a project from beginning to end.

MGMT3311 Airlines Operations/Compliance (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

A study of the scope and function of a major air carrier's organizational structure and the specific relationships of the operations department with those of marketing, maintenance, and safety are discussed. A study of corporate issues including the industry in general, market structure, certification, FAR Part 121 regulations, economic issues, mergers, corporate culture, and international topics will be included.

MGMT3315 Organizational Behavior (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The purpose of this course is to provide an introduction to the managerial process by analyzing organizations as a social system. Topics include decision-making models, leadership traits and behaviors, conflict management, group and team behavior, managerial effectiveness, and an individual's effect on organizational effectiveness.

MGMT3317 Management Information Systems (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course examines the use of technology in organizational settings by providing a basic understanding of information systems and the management decision making involved. Topics include use and control of information; acquiring and maintaining a competitive edge and how technology impacts individuals, organizations, and society. Students will also register and join the SAP Community Network (SCN), navigate the various SAP applications used in Enterprise Resource Planning (ERP).

MGMT3319 Aviation Maintenance Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

A comprehensive examination of organizational maintenance policies, programs, and procedures. Emphasis on maintenance planning; forecasting and cost control; reliability and safety; and flight schedule performance.

MGMT3325 Leadership Development (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course serves as foundational research into leadership with emphasis on application and skill development while exploring historical and contemporary leadership theories, models, and perspectives. The goal of the course is to assist each student to become a more informed and effective leader in his or her intended professional and personal setting. In this course, we will cover the following topics: Overview of key leadership theories and models; differences between management and leadership; followership, influence, and power; and introduction to leadership coaching.

MGMT3330 Project Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The purpose of this course is to examine project management situations and functions, the project life cycle, and numerous methods of job preparation, planning, and assessment to accomplish project goals. This course leads to a Certified Associate in Project Management (CAPM) certification. This is a nationally and internationally recognized certification in project management offered by the Project Management Institute.

MGMT3335 Operations Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides students with concepts, techniques, and tools to design, analyze and improve operational capabilities of an organization through the introduction to concepts, principles, problems, and practices of operations management. Emphasis is placed on process improvement and managerial processes for effective operations in both goods-producing and service-rendering organizations. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

MGMT4335 Human Resource Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Students will examine the changing roles and responsibilities of human resources managers, the acceptance and integration of the human resources function as a full business partner, and the higher expectations placed on human resources leadership to make a significant contribution to the successful management of the organization. Students will explore the role managers and supervisors play in the successful management of the organization's human resources. Topics to be examined include the functions of Human Resource Management, relationships within the organization, policies and procedures, workplace diversity, and the role of human resources in a global economy. Human Resource Management deals with the wide range of activities by which organizations acquire, maintain, and utilize their workforces.

MGMT4341 Change Process Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Organizations move through several identifiable stages as they grow and develop. In some cases these changes are planned, in others they are unplanned. The need for organizations to meet and to cope with changing conditions requires innovation, creativity, and flexibility. This course will help develop the skills and knowledge required to promote the use and implementation of innovative work practices to effect change and manage changes, so there is minimal workplace disruption.

MGMT4355 Power and Negotiation (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides multiple opportunities to practice your negotiating skills, to correct any mistakes that naïve negotiators tend to commit, reflect upon your experiences, and increase your effectiveness. It is designed for relevance to the broad spectrum of bargaining problems faced by the manager and professional. The essence of this course can be distilled to analyze, reflect, and practice. Negotiations occur both in our professional and personal lives, from complex contracts to daily interactions. The flattening of organizations means we are all increasingly finding ourselves negotiating with peers, managers, subordinates, collaborators, clients, and partners.

MGMT4365 Strategic Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course introduces the concept of strategic management through readings, discussion, and case analyses, and considers the basic direction and goals of an organization, the environment (social, political, technological, economic and global factors), industry and market structure, and organizational strengths and weaknesses. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. It covers several important management topics, including the context of strategy, leadership, managerial uses of structure and design, and performance.

MGMT4390 Capstone I (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course serves as the Capstone for the Business program. The purpose of the course is to integrate all prior learning in business management, related coursework, and workplace experiences to apply the skills within the organization. Three major components comprise the course: the strategic analysis of an organization; the development of a forward-looking strategy with competitive, ethical, and global considerations; and the development of a team. This course will also serve as a course for Internship.

MGMT4391 Capstone II (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course serves as the second Capstone for the Business program. The purpose of the course is to integrate all prior learning in business management, related coursework, and prior Capstone learning experiences to apply the skills, knowledge, and character to building the team. Three major components comprise the course: the strategic analysis of an organization; the development of a forward-looking strategy with competitive, ethical, and global considerations; and the development of a team. This course will also serve as a course for Internship.

Prerequisite: MGMT4390

MGT5315 Problem-Solving and Decision-Making (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on critical thinking to solve problems as it relates to leadership engagement. We will cover the major descriptive and normative models of leader problem diagnosis, generation, and selection of courses of action. Agile thinking in the workplace enhances employees' ability to make decisions and solve problems. Students will learn techniques for improving the agility and originality of their thinking process and will explore approaches that leaders utilize to create and sustain high levels of innovation. Competence is an important job requirement in today's global economy. However, it is not enough because requirements for specific jobs are constantly changing with new technologies and new markets. Adaptability to new job and environmental requirements is also necessary. Topics include: personal thinking preferences, everyday creativity, eliminating mental blocks, creative thinking techniques, idea selection approaches, teaming techniques for creativity, conditions that promote creativity, design for interaction, disruptive technologies, and intellectual property.

MGT5334 Ethics, Integrity, and Social Responsibility (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course examines social and corporate responsibility as a strategy to improve products, profits, and brand equity. This course provides a short historical review examining why laws, regulations and other rules were set into place to address less-than-responsible organizational behavior. The character traits of stewardship and dependability are essential to this study. The content of the course will challenge students to think preventively and discard assumptions that might lead to avoidable organizational vulnerabilities, as well as to research options and propose opportunities that build up corporate social responsibility. The character traits of integrity and dependability are essential to this study.

MGT5335 Problem Solving and Decision Making (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Students will examine essential steps leading a group to consider relevant factors in an unbiased manner, as well as techniques to begin to seek, sort, and interpret pertinent data. They will also examine indicators to identify and dismiss destructive factors in problem-solving, including decision traps, unconscious bias, personal-opinion assessments, discarding the likely impact of risk elements, and addressing overt demands for urgency and the addition of non-essential expectations. Students will examine the role and application of data analytics and qualitative research as means and methods to employ in responsible decision-making. Course content will include contemporary issues. The character traits of agility and integrity are essential to this study.

MGT5336 Strategic Cost Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Cost management across the supply chain is integrated with strategic analysis to understand the role of financial and nonfinancial information in operational and strategic decision making. Topics include value-chain analysis, cost-driver analysis, activity-based management, line business evaluation, technology costing, quality cost management, and the balanced scorecard. The importance of ethical conduct also is covered.

MGT5337 Assuring Supply Chain Integrity (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course presents key issues, opportunities, strategies, techniques and developments in purchasing and supply management currently being deployed by leading organizations to achieve competitive advantage. Topics covered include structure and processes of purchasing organizations, global sourcing, the criteria and techniques for selecting, evaluating and developing suppliers, pricing and costs of products and services purchased by a firm, contracting, negotiation, and legal and ethical issues in purchasing. A combination of case studies and lecturing will be used to illustrate the topics discussed.

MRKG3305 Principles of Marketing (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

In this course, you will learn about the basics of marketing management of which advertising and sales are simply two facets. You will be introduced to other aspects of marketing, such as the four P's, marketing strategy, promotion, market planning, distribution, target marketing, market segmentation, and pricing. You will learn that the fundamental asset of a corporation is its customers. Hence, the supreme importance of the "marketing concept" is an attempt to identify and satisfy its customers' needs and wants. The marketing concept is a corporate orientation to business that starts with consumers and integrates marketing into every other corporate function.

MRKG3330 Professional Sales (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course prepares students to have the ability to take an idea, product/service or need and learn how to network, form credibility and make power presentations that can persuade an audience to buy into their idea, product/service or need. This course covers the seven steps in the selling process and uses interactive activities to bring real-world experiences into the classroom.

MRKG4330 Marketing Analytics and Decision Making (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Marketing Research examines the essential analysis skills required for making quality marketing decisions. Developing a market research design demands necessary quantitative and qualitative abilities to identify and define market opportunities and issues; generate, improve and assess marketing performance; monitor marketing performance; as well as, advance understanding of marketing as a process. Students are required to define and solve a marketing problem or opportunity, frame the issue into a research question, review the relative literature, develop measures and collect pertinent data, statistically analyze data results, and provide an industry-standard final report of findings and limitations.

OML5332 Creating and Leading Effective Team (3 credits)

Hrs: 48 Lec: 48 Lab: 0

Leaders must exhibit the behaviors and productivity they expect and exercise skills that cultivate trust, optimize individual talents and knowledge, and motivate productivity among team members. Balancing the capacities and constraints of team members, external third-party vendors and contractors, and available time, resources and the organization's purpose is a continuous effort. Students will examine factors to nurture non-toxic collaborative environments, even while under time and resource stressors to deliver outputs and outcomes that executives and clients continuously assign and change. The character traits of dependability and stewardship are essential in this course.

OML5333 Multinational Commerce and Corporations (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on decision-making processes involved in offering products for sale for the first time across national borders, including via e-commerce platforms. Management factors are examined related to corporate operations, product marketing, and personnel selection and training. Students develop preliminary strategies for e-commerce sales. The course provides a comprehensive survey of entry-level multinational commerce so that students can develop a commercial strategy and articulate its adoption by senior corporate executives. The character traits of integrity and agility are essential to this study.

OML5334 Leading Teams in the 4th Industrial Revolution (3 Credits)

Hrs: 48 Lec: 48 Lab:0

This course explores a period of technological and social change called the Fourth Industrial Revolution (4IR) in which we live today. Students will examine and evaluate trends in the replacement of human labor with machines, robots, automation, AI, and emerging new autonomous capabilities. They will be challenged to explore direct societal, economic, and lifestyle consequences, both positive and adverse. The course outcome for students is a more comprehensive understanding of the Fourth Industrial Revolution so that they can begin to anticipate changes they need to make, advocate, and act upon. The character traits of integrity and dependability are essential to this study.

OML5345 Effective Business Communications (3 credits)

Hrs: 48 Lec: 48 Lab:0

In this course students will examine foundational elements of the communications process internal to an organization's individuals and groups. They will develop and exercise essential listening skills, understanding conflict resolution, power dynamics, leadership styles, and cultural competencies. Students will rehearse messaging that respects diverse worldviews through careful observance of cultural norms. The overall objective in this course is to improve student knowledge about and to develop basic skills in communicating persuasively, internally and external to an organization. The character traits of communication and service are essential to this study.

OML5336 Social and Anthropological Foundations (3 credits)

Hrs: 48 Lec: 48 Lab:0

Several societal values will be compared domestically and internationally, such as transparency in reporting, avoidance of conflict of interest, expectations of personal integrity, appreciation for the rule of law, adherence to accountability standards, and how privacy is variously perceived in business environments. Students will become knowledgeable about central assumptions that can underlie different cultural worldviews and explore how trust might be developed among groups and teams across cultural divides. The character traits of integrity and stewardship are essential to this study.

OML5337 Leadership Development and Coaching (3 credits)

Hrs: 48 Lec: 48 Lab:0

This course prepares students to integrate generally accepted business and interpersonal coaching principles focused on nurturing individual team member strengths with non-manipulative motivational techniques to enhance individual engagement and team productivity. Students will propose improvements to diagnostic or developmental tools or remediation approaches that will tend to enhance their suitability for their industry's macroenvironment. Students will participate in virtual 'hands-on' exercises with coaching design, centered on improving talent management, job satisfaction, and enhanced service to the value proposition for their organization's customers, clients, partners, and key stakeholders. The character traits of service and stewardship are essential to this study.

OML6340 Research Analysis (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides students with faculty guidance in the preparation of material to completely satisfy the requirements to earn a graduate degree. Through this course, students will develop abilities to undertake independent research using the concepts and tools learned throughout the program. The principal assignment to be worked on is the research needed to undertake a publishable thesis or comparable project. Students must substantiate analysis and conclusions with appropriate data and other evidence. Research completed should be substantial enough to include professional recommendations that might inform the body of knowledge or be adopted by industry.

OML6350 Thesis Capstone (3 credits)

Hrs: 48 Lec: 48 Lab: 0

Students will be guided through examination of well-written thesis and projects; essential stylistic techniques in thesis composition; validating their analysis and arguments for logical consistency and clarity, and; mapping their work against a writing and presentation timeline. The course requires the student to complete a directed research project, produce a thesis paper or comparable project, and orally present the findings. The final paper or project will be substantial enough to include professional recommendations or findings that might inform the body of knowledge or be adopted by industry.

AFS2125 Airframe Systems I

Hrs: 280 Lec: 157 Lab:123

This course will cover the following areas:
Aircraft Electrical Systems - Repair and inspect aircraft electrical system components; crimp and splice wiring to manufacturers' specifications; repair pins and sockets of aircraft connectors. Install, check and service airframe electrical wiring, control, switches, indicators and protective devices. Install, check, troubleshoot, service, and repair alternating and direct current electrical systems.
Aircraft Instrument Systems - Inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, time, attitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment. Install instruments and perform a static pressure system leak test.
Communication and Navigation Systems - Inspect, check, and troubleshoot autopilot, servos and approach coupling systems. Inspect, check, and service aircraft electronic communication and navigation systems, including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS, LORAN, radar beacon transponders, flight management computers, and GPWS. Inspect and repair antennas and electronic equipment and installations.
Ice and Rain Control Systems - Inspect, check, troubleshoot, service and repair aircraft ice & rain control systems.
Pneumatic Systems - Repair hydraulic and pneumatic power system components. Identify and select hydraulic fluids.
Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems.
Aircraft Landing Gear Systems - Inspect, check, service, and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems.
Position and Warning Systems - Inspect, check, and service speed and configuration warning systems, electrical brake controls, and anti-skid systems. Inspect, check, troubleshoot, and service landing gear position indicating and warning systems.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

AFS2126 Airframe Systems II

Hrs: 280 Lec: 154 Lab:126

This course will cover the following areas:
Sheet Metal Structures I - Install conventional rivets. Inspect and repair sheet metal structures.
Sheet Metal Structures II - Form, layout, and bend sheet metal. Select, install, and remove special fasteners for metallic structures.
Aircraft Finishes - Apply trim, letters, and touch up paint. Identify and select aircraft finishing materials. Apply finishing materials. Inspect finishes and identify defects.
Wood/Non Metallic Structures and Aircraft Covering - Service and repair wooden structures. Identify wood defects. Inspect wood structures. Select and apply fabric and fiberglass covering materials. Inspect, test, and repair fabric and fiberglass. Inspect, test, and repair fiberglass, plastic, honeycomb, composite, and laminated primary and secondary structures. *Hydraulic and*
Aircraft Fuel Systems - Check and service fuel dump systems. Perform fuel management, transfer, and refueling. Inspect, check and repair pressure-fueling systems. Repair aircraft fuel system components. Inspect and repair fluid quantity indicating system. Troubleshoot, service, and repair fluid pressure and temperature warning systems. Inspect, check, service, troubleshoot, and repair aircraft fuel systems.
Fire Protection Systems - Inspect, check, and service smoke and carbon monoxide detection systems. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

AFS2807 Airframe Capstone

Hrs: 196 Lec: 115 Lab:81

This course will cover the following areas:
Cabin Atmospheric Control Systems - Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, pressurization systems and air cycle machines. Inspect, check, troubleshoot, service and repair oxygen systems.
Airframe Inspections - Complete airframe conformity and airworthiness inspections.

Airframe Systems Inspection (Capstone) - In-depth coverage of methods and procedures to perform airframe airworthiness inspections in accordance with FAA regulations and manufacturer's recommendations and assessment of material covered during the Airframe Term.
Welding - Weld magnesium and titanium, solder stainless steel and fabricate tubular structures. Solder, braze, gas and arc weld steel, aluminum and stainless steel.
Assembly and Rigging - Rig fixed-wing aircraft flight controls and check the alignment of structures. Assemble aircraft components, including flight control surfaces. Balance, rig, and inspect movable primary and secondary flight control surfaces. Jack aircraft.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

AGS1121 Aviation General Science

Hrs: 280 Lec: 155 Lab:125

This course will cover the following areas:
Forms and Regulations - Class covers mechanics privileges within the limitations prescribed by FAR Part 65, manufacturers' aircraft maintenance specifications, data sheets, manuals, publications, and related Federal Aviation Regulations, Airworthiness Directives, and Advisory Material. Students will write descriptions of work performed including aircraft discrepancies and corrective actions using typical aircraft maintenance records. Also, students will complete required maintenance forms, records, and inspection reports.
Materials and Processes - Identify and select appropriate nondestructive testing methods, perform dye penetrant, eddy current, ultrasonic, and magnetic particle inspections. Perform basic heat-testing processes, identify and select aircraft hardware and materials, and inspect and check welds. Perform precision measurements.
Ground Operation &Service; Cleaning and Corrosion Control - Start, ground operate, move, service, and secure aircraft and identify typical ground operation hazards, identify and select fuels, identify and select cleaning materials, inspect, identify, remove, and treat aircraft corrosion and perform aircraft cleaning.
Weight and Balance - Weigh an aircraft, perform complete weight and balance calculations, and record data in typical aircraft maintenance records.
Aircraft Drawings - Identify types of drawings to include Production drawings, Block diagrams, Schematic Diagrams, and Electrical and Electronic systems drawings. Interpret drafting techniques and symbols and abbreviations used in aircraft drawings. Draw sketches in the orthographic projection of repairs, parts, and alterations. Use blueprint information, graphs and charts to determine Brake Mean Effective Pressure, electrical wire size, Control Cable tension, and Engine Specific Fuel Consumption.
Fluid Lines and Fittings - Identify types of fluid line systems to include both rigid and Flexible fluid lines. Fabricate, repair, and install fluid lines to include hand bending, flaring, and installation of hose fittings and maintenance practices for aircraft hose. Inspect fluid line systems and identify color codes for plumbing lines.
General Inspection (Capstone) - In-depth coverage of methods and procedures to perform General airworthiness inspections in accordance with FAA regulations and manufacturer's recommendations and assessment of material covered during the General terms.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

AGS1301 Basic Electricity

Hrs: 90 Lec: 70 Lab:20

Students will calculate and measure capacitance and inductance. Calculate and measure electrical power, voltage, current, resistance, and continuity. Determine the relationship of voltage, current, and resistance in an electrical circuit. Read and interpret aircraft electrical circuit diagrams, including solid-state devices and logic functions. Inspect and service batteries.

PPS2121 Powerplant Systems I

Hrs: 280 Lec: 152 Lab:128

This course will cover the following areas:
Reciprocating Engines I - Will inspect and analyze repairs on a radial engine. Complete overhaul of a reciprocating engine.
Reciprocating Engine Systems I - Identify and select lubricants, inspect, check, service, troubleshoot, and repair engine lubricating systems. Inspect, check, service, troubleshoot, and repair cooling systems and components. They will also inspect, check,

troubleshoot, service, and repair engine exhaust systems and components. Also, inspections, checks, servicing, troubleshooting, heat exchangers, superchargers, and airflow and temperature control systems.
Reciprocating Engine Systems II - Inspect, check, troubleshoot, service, and repair engine ice and rain control systems. Inspect, check, service, and repair carburetor air intake and induction manifolds. Inspect, check, service, troubleshoot, and repair engine fuel systems. A carburetor overhaul is performed. They will also inspect, check, service, troubleshoot, and repair reciprocating engine fuel metering systems and components. Inspect, check, service, repair reciprocating engines and engine installations.
Reciprocating Engines II: Troubleshooting - Remove, troubleshoot, and install an operational reciprocating engine. *Ignition and Starting Systems I* - Inspect, service, troubleshoot, remove and repair reciprocating engine ignition systems and components. They will also overhaul an engine magneto and ignition harness.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

PPS2123 Powerplant Systems II

Hrs: 280 Lec: 147 Lab:133

This course will cover the following areas:
Turbine Engines I - Overhaul a turbine engine. They will inspect, check, and service, turbine engines, and turbine engine installations.
Turbine Engines II - Install, troubleshoot, and remove turbine engines.
Ignition and Starting Systems II - Inspect, service, troubleshoot, and repair turbine engine electrical and pneumatic starting systems.
Turbine Engine Systems - Inspect, check, service, troubleshoot, and repair engine fuel systems and components. Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls. Inspect, check, service, troubleshoot, and repair turbine engine fuel metering systems. Inspect, check, service, troubleshoot, and repair engine lubricating systems and components. Inspect, check, service, troubleshoot, and repair turbine engine airflow and temperature control systems. Inspect, check, service, troubleshoot, and repair cooling systems and components. Inspect, check, troubleshoot, service, and repair engine exhaust systems and components. Troubleshoot and repair engine thrust reverser systems and components. Inspect, check, service, and troubleshoot turbine-driven auxiliary power units. Inspect and troubleshoot unducted fan systems and components.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

PPS2124 Powerplant Systems Capstone

Hrs: 235 Lec: 125 Lab:110

This course will cover the following areas:
Engine Electrical Systems - Repair and inspect engine electrical system components. They will also install, check, and service engine electrical wiring, controls, switches, and indicators.
Engine Instrument Systems - Inspect, check, service, troubleshoot and repair electrical and mechanical engine temperature, pressure, R.P.M. indicating systems and electrical and mechanical fluid rate-of-flow indicating systems.
Propellers - Inspect, check, and service propellers synchronizing and ice control systems. Repair propeller control system components. Inspect, check, service, and repair fixed-pitch, constant-speed and feathering propellers and propeller governing systems. They will also install, troubleshoot, and remove propellers and perform repairs on aluminum alloy propeller blades.
Engine Fire Protection Systems - Inspect, check, service, troubleshoot, and repair fire detection and extinguishing systems.
Engine Inspections - Perform Powerplant conformity and airworthiness inspections.
Powerplant Inspection (Capstone) - In-depth coverage of methods and procedures to perform powerplant airworthiness inspections in accordance with FAA regulations and manufacturer's recommendations and assessment of material covered during the Powerplant terms.
In order to earn credit for this entire collection of courses, a passing grade must be earned for each of the individual courses in this collection. For any course in which a passing score is not earned, mandatory remediation will be assigned. Progression to the next term will be permitted with satisfactory completion of this remediation, or by repeating the term and earning credit. Final grades are calculated for every course in this collection. A single grade will be recorded on the student transcript, an average of all course grades in this collection.

APPENDIX

NORMAL HOURS OF OPERATION

ADMINISTRATIVE OFFICES & STUDENT SUCCESS BUSINESS HOURS	
Main Campus	8:00am to 8:00pm Monday – Thursday 8:00am to 5:00pm Friday Saturday by appointment only
Satellite Campus	8:00am to 7:00pm Monday and Wednesday 8:00am to 6:30pm Tuesday and Thursday 8:00am to 4:00pm Friday
MAIN CAMPUS CLASS HOURS	
Day Classes	8:00am to 4:00pm Monday - Friday
Evening Classes	6:00pm to 10:40pm Monday - Friday
SATELLITE CAMPUS CLASS HOURS	
Day Classes	7:45am to 2:45pm Monday – Friday
Evening Classes	5:30pm to 11:15pm Monday – Thursday 5:30pm to 10pm Friday

NOTE: Class dates/times may be extended periodically to accommodate holiday schedules. Day and evening program class dates/times also may be extended to accommodate clock hours required (example, capstone courses, practicum, clinical, and/or program hours). Courses in the Program Description in the catalog may not be in the exact sequence schedule or track. Class schedules are subject to change without notice. If a student receives transfer credit or if a student must take Hallmark Foundations, the student's program length and scheduling track may be affected.

UNIVERSITY HOLIDAYS

Holiday	**2019**	**2020**	**2021**
New Year's Day	Jan. 1st	Jan. 1st	Jan. 1st
Good Friday	Apr.19th	Apr. 10th	Apr. 2nd
Memorial Day	May 27th	May 25th	May 31st
Independence Day	July 4th	July 3rd	July 5th
Labor Day	Sep. 2rd	Sep. 7th	Sep. 6th
Thanksgiving Day	Nov. 28th & 29th	Nov. 26th & 27th	Nov. 25th & 26th
Christmas	Dec. 25th	Dec. 25th	Dec. 25th

STUDENT HOLIDAY AND BREAK SCHEDULE

	2019	2020	Shift(s)
SPRING	April 19th - 25th	April 24th – 30th	Day/Eve/Online
SUMMER	August 16th – 22nd	August 21st th – 27th	Day/Eve/Online
WINTER	December 13 – January 2, 2019	December 18 – 30, 2020, Jan 1, 2021	Day/Eve/Online

CLASS AND BREAK SCHEDULE

MAIN CAMPUS

Day

- 8:00am to 9:25am / Theory/Lab
- *9:25am - 9:35am / 10 min Break*
- 9:35am - 11:00am / Theory/Lab
- *11:00am - 11:40am / Mid-Day Break*
- 11:40am - 1:05pm / Theory/Lab
- *1:05pm - 1:15pm / 10 min Break*
- 1:15pm - 2:40pm / Theory/Lab

Evening

- 6:00pm - 7:15pm / Theory/Lab
- *7:15pm - 7:35pm / 20 min Break*
- 7:35pm - 9:15pm / Theory/Lab
- *9:15pm - 9:25pm / 10 min Break*
- 9:25pm - 10:40pm / Theory/Lab

SATELLITE CAMPUS

Day

- 7:45am - 9:25am / Theory/Lab
- *9:25am - 9:45am / Break*
- 9:45am - 11:00am / Theory/Lab
- *11:00am – 11:30 Lunch Break*
- 11:30am - 1:10pm / Theory/Lab
- *1:10pm - 1:20pm / Break*
- 1:20pm - 2:45pm / Theory/Lab

Evening

- 5:30pm - 7:30pm / Theory/Lab
- *7:30pm – 8:00pm / Break*
- 8:00pm - 10:50pm / Theory/Lab
- *10:50pm - 11:15pm / Break*

Day and evening class dates/times may vary or be extended to accommodate course clock hours and/or holiday schedules. A contact hour consists of 50 minutes.

Main Campus day and evening students attend classes Monday through Thursday/Friday. All classes will end in the ninth week with the exception of externships, internship, capstone, and review courses. Capstone classes are scheduled in the last period of the day and time is extended to accommodate required contact hours.

Satellite Campus day students attend classes Monday through Friday, 7 hours per day, 35 hours per week. Arts and Sciences courses may be taught at the Main Campus, at the College of Aeronautics Campus or online. During the Arts and Sciences terms, students may attend classes until 4:30 p.m. Scheduled break times may vary each term based on the scheduled attendance hours and will occur when class reaches an appropriate place to pause during the lesson. All classes will end in the ninth week with the exception of externships, internships, capstone, and review courses.

Satellite Campus evening students attend classes Monday through Friday, 7 hours per day, 35 hours per week. Arts and Sciences courses may be taught at the Main Campus, at the College of Aeronautics Campus or online. During the Arts and Sciences terms, students may attend classes until 10:40 p.m. Scheduled break times may vary each term based on the scheduled attendance hours and will occur when class reaches an appropriate place to pause during the lesson. All classes will end in the thirteenth week with the exception of externships, internships, capstone, and review courses.

Class Start and End Dates

https://hallmarkuniversity.edu/admissions/term-schedules

Tuition

https://hallmarkuniversity.edu/admissions/tuition-costs

Additional Information

For additional information, such as catalog revisions and updates, faculty and staff listings, and current graduation and employment rates, see the Hallmark University Catalog Volume 58 Addendum.

Interpretation of Catalog

The administration of Hallmark University acts as a final interpreter of this catalog. Hallmark University may change requirements and regulations as necessitated by Hallmark University or our regulatory agencies.

True and Correct Statement

The information contained in this catalog and addendum are true and correct to the best of my knowledge as of the time of publication.

JOE FISHER
Chancellor

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