HALLMARK
UNIVERSITY

CATALOG

Undergraduate & Graduate Programs

University Catalog

Hallmark University-Main Campus

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"Excellence in Education Since 1969"

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HISTORY OF THE INSTITUTION

Originally situated at San Antonio's historic Stinson Municipal Airport, the university's inaugural program, Aviation Maintenance Technology, laid the foundation for its future success. Established in 1969 as Hallmark Aero-Tech by founder Richard Fessler, Hallmark University has evolved into a distinguished institution with a commitment to the same four core values we were founded on: **Excellence, Effectiveness, Efficiency, and Integrity**.

Achieving institutional accreditation in the early 1970s, Hallmark University expanded its academic offerings beyond aviation, encompassing Business and Electronic Engineering. In 1982, the institution acquired degree-granting authority, marking the inception of associate degree programs. With a dedication to transformative education, Hallmark further diversified its curriculum, incorporating Allied Health and Information Technology degrees, alongside the integration of Character Development as a fundamental component of our educational model.

Undergoing a significant transformation in 2013, Hallmark University transitioned to a non-profit institution and is currently governed by a devoted Board of Trustees committed to upholding the institution's founding principles. The university's relentless focus on meeting the evolving needs of students, industry, and the community has resulted in the expansion of degree programs, ranging from Associate's to Master's degrees in Aviation, Business, Information Systems, and Nursing. Today, Hallmark University remains dedicated to preparing professionals for success in these diverse and dynamic fields.

PURPOSE STATEMENT

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

MISSION STATEMENT

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

EDUCATIONAL PHILOSOPHY

Hallmark University tailors its academic programs to meet the high demands of industries seeking a skilled workforce. Programs are developed collaboratively with industry experts through Program Advisory Committees, ensuring that graduates meet employer criteria, emphasizing critical thinking, and fostering a foundation for lifelong learning.

Hallmark University's unique education model is applied across all programs, emphasizes an active, collaborative, and real-world learning environment, cultivating graduates who are work ready. Courses are offered on a full-time, year-round schedule, significantly reducing time to graduation and employment.

Committed to holistic development, Hallmark University focuses on shaping well-rounded individuals, prioritizing qualities such as integrity, dependability, leadership, service, stewardship, effective communication, and agility. Paired with superior knowledge and skills, these character traits not only benefit industries by providing valuable human resources but also offer graduates excellent professional opportunities. Hallmark University takes pride in preparing individuals for successful careers and fulfilling lives.

UNIVERSITY SEAL

The Hallmark University Seal, meticulously designed by a dedicated committee of faculty and staff, was crafted during the institution's forty-fifth anniversary, coinciding with the transition from Hallmark College to Hallmark University. This emblem draws inspiration from the University's Mission Statement: "We change individual lives by developing superior skills, knowledge, and character."

The outer ring of the seal proudly showcases the university's name and the founding date in 1969. Positioned at its core is a star, symbolizing the Lone Star of Texas, overlaid on a cross, affirming the university's Christian identity.

Academic laurels encircle the seal, representing our unwavering commitment to the high standards of higher education and academic excellence. Within the inner circle, beneath the Hallmark University inscription, are the Latin words "Conscientia" for knowledge, "Artis" for skills, and "Virtus" for character. The links or chains on the seal's inner part signify the duty and dedication to cultivating all three dimensions—knowledge, skills, and character—in the University's graduates. The Hallmark University Seal encapsulates a profound commitment to developing well-rounded individuals equipped with superior attributes for success in their academic and professional journeys.

ACKNOWLEDGMENT OF CULTURAL FOUNDATIONS

Hallmark University extends a warm welcome to all students, irrespective of their religious affiliation. Rooted in Judeo-Christian beliefs, values, and principles, these foundational elements permeate Hallmark and may be evident in university events, encompassing speeches, videos, statements, prayers, or moments of silence. Additionally, these core tenets may influence various aspects of university literature, correspondence, policy, and curriculum, as well as statements made on behalf of Hallmark University. The institution retains the right to refrain from endorsing or supporting activities inconsistent with its founding beliefs, values, and principles, which includes the use of its facilities or name for such purposes.

It is essential to note that all students possess the right to opt out of participation or agreement in activities that specifically reflect the religious beliefs, values, and principles of Hallmark. In accordance with its EEO Policy and relevant laws, Hallmark is committed to ensuring that no discrimination, retaliation, or harassment occurs against any student for exercising these rights. The university remains dedicated to fostering an inclusive environment that respects individual choices and beliefs.

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HALLMARK CHARACTER EDUCATION PROGRAM (HCEP)

Hallmark University is committed to the holistic development of its students, faculty, and staff through the Hallmark Character Education Program (HCEP). This structured program, designed with insights from employer research, Department of Labor Soft Skills material, and related literature, identifies seven essential character traits known as Hallmarks of Character. These traits, including Integrity, Dependability, Leadership, Service, Stewardship, Communication, and Agility, form the foundation of the HCEP.

- **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 benefiting others. Through compassion, servants understand others' needs and humbly give help.
- **Stewardship** – A steward efficiently invests in 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 Hallmarks of Character 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.

Hallmark University's mission statement states, "We change individual lives by developing superior skills, knowledge, and character." Many employers, who hire Hallmark University graduates, believe that one of the most important things we do to benefit both the graduate and the employer is the development of superior character (Superior Character is the result of a life-long effort (process) of developing and refining ones moral and ethical qualities (core values) through critical and reflective thinking on lived experiences, and self-assessment of motives behind (driving) behaviors and emotional responses (self-control).

Therefore, Hallmark University emphasizes student character development from the day students arrive and continues throughout their entire Hallmark University journey. The character education process begins with a mandatory Character (C-360) boot camp and an Introduction to Character and Ethics (HUMA1347) course. Hallmark continues to integrate character in the curriculum of each of the four programs of focused study, throughout every academic term.

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The seven essential Hallmarks of Character are Integrity, Dependability, Leadership, Servanthood, Stewardship, Communication, and Agility. Hallmark University wholeheartedly believes that in order to fulfill the mission, faculty, staff, and students must strive to further enhance their personal character by intentionally developing and exhibiting the seven Hallmarks of Character traits.

For those students desiring to go above and beyond the minimum requirements of the Hallmark Character Education Program and graduate with distinction, they may elect to earn Character with Distinction (CWD). Students may earn (CWD) by satisfactorily completing the C-360 boot camp or the Introduction to Character and Ethics (HUMA1347) course and then accruing 2 points in any calendar year of their program. We encourage our students to earn (CWD) in each calendar year in attendance.

- A student may receive 2022 Character with Distinction recognition by accruing two CWD points earned by completing any of the following items within a calendar year:
- Attend any combination of 5 Live Life Better Luncheons and 1347 Gatherings, etc. to earn 1 CWD pt. or attend any combination of 10 to earn 2 CWD pts.
- Provide 10 verifiable hours of volunteer community service to earn 1 CWD pt. or provide 20 verifiable hours of volunteer service to earn 2 CWD pts.
- Provide 10 verifiable hours of volunteer Hallmark University service (e.g., graduations,1347 Gatherings, Live Life Better Luncheons, BLE, community outreach (Wreaths Across America, MLK March, etc.) to earn 1 CWD pt. or provide 20 verifiable hours of volunteer Hallmark University service and earn 2 CWD pts.
- Complete a Biblical Leadership for Excellence (BLE) 11-week study (2 pts.)
- Co-facilitate a complete BLE 11-week study (2 pts.)
- Submit a 2-page (minimum) proposal for enhancing the Hallmark Character Education Program (HCEP) (1 pt.)

NOTE: One-point items may be repeated in order to accrue the two CWD points necessary for earning CWD. Monthly qualifying activity documentation must be submitted monthly to dheintz@hallmark.edu

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APPROVALS AND ACCREDITATIONS

- Recognized by the U.S. Department of Education.
- Member of the Accrediting Commission of Career Schools and Colleges (ACCSC).
- National Council for State Authorization Reciprocity Agreements (NC-SARA) participating institution.

Federal Programs and State Approvals:
- Approved for participation in Federal programs, including Direct Loan, Perkins Loan, Pell Grant, and Supplemental Education Opportunity Grant (FSEOG).
- Texas Workforce Commission exempt under Texas Education Code, Section 132.002(a)(8).
- Approved by the Texas Veterans Commission.

Veterans and GI Bill®:
- Approved for the training of veterans under various chapters of the GI Bill®, including Chapter 30, Chapter 31, Chapter 32, Chapter 33, Chapter 35, and Chapter 1606. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill

Industry Certifications and Associations:
- Certified by the Federal Aviation Administration as an Aviation Maintenance Technician School (FAR Part 147) at the Aeronautics Campus.
- Bachelor of Science in Nursing degree program approved by the Texas Board of Nursing.
- Microsoft Information Technology (IT) Academy, CompTIA Authorized Academy, and CISCO Networking Academy.
- Member of the National Business Aviation Association.
- Memberships in Professional Aviation Maintenance Association, Aviation Technical Education Council, and Higher Education Transfer Alliance (HETA).

Additional Recognitions and Programs:
- Servicemembers Opportunity Colleges Degree Network System (DNS) participant.
- Recognized by the Department of Assistive and Rehabilitative Services (DARS)--Texas.
- Texas Workforce Commission for TAA/NAFTA-Trade Adjustment Assistance Training Program.
- Recognized by Texas Workforce Solutions for Workforce Innovation and Opportunity Act (WIOA), Eligible Training Provider Certification System (ETP), Youth Opportunity Grant (YO), Certified Youth Training Provider.

Authorized Test Centers:
- Authorized test center for Assessment Technologies Institute, Pearson VUE, College Board, and Comira.

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HOURS OF OPERATIONS

ADMINISTRATIVE OFFICES & STUDENT AFFAIRS BUSINESS HOURS

		Main Campus Class Hours	
Main Campus	8:00 am to 8:00 pm Monday – Thursday 8:00 am to 5:00 pm Friday Saturday by appointment only	Day Classes	8:00am to 4:00 pm Monday - Friday
		Evening Classes	6:00pm to 10:40 pm Monday - Friday
		Saturday Classes	9:00 am to 3:00 pm (4) Saturdays each term
Aeronautics Campus	8:00 am to 8:00 pm Monday – Thursday 8:00 am to 5:00 pm Friday	Aeronautics Campus Class Hours	
		Day Classes	7:30 am to 3:10 pm Monday – Friday

CLASS AND BREAK SCHEDULE

	Main Campus			Aeronautics Campus
	Day	**Evening**	**On-ground/Virtual Synchronous Saturdays**	**Day**
Lecture/Lab	8am to 9:25am	6pm to 7:15pm	7:30am to 9:25am	7:30am to 9:25am
Break	10 min	20 min	20 min	20 min
Lecture/Lab	9:35am to 11am	7:35pm to 9:15pm	9:45am to 11am	9:45am to 11am
Break	30 min	10 min	30 min	30 min
Lecture/Lab	11:40am to 1:05pm	9:25pm to 10:40pm	11:30am to 1:10pm	11:30am to 1:10pm
Break	10 min		10 min	10 min
Lecture/Lab	1:15pm to 2:40pm		1:20pm to 3:10pm	1:20pm to 2:55pm

UNIVERSITY HOLIDAYS

Holiday	2024	2025	2026
New Year's Day	Jan. 1st	Jan. 1st	Jan. 1st
Martin Luther King Jr.*	Jan. 15th	Jan. 20th	Jan. 19th
Good Friday	March 29th	April 18th	April 3rd
Student Spring Break*	April 19th – April 25th	April 18th – April 24th	April 23rd – April 29th
Memorial Day	May 27th	May 26th	May 25th
Juneteenth	June 19th	June 19th	June 19th
Independence Day	July 4th	July 4th	July 3rd
Student Summer Break*	Aug. 16th – Aug. 22nd	Aug. 15th – Aug. 21st	Aug. 21st – Aug. 27th
Labor Day	Sep. 2nd	Sep. 1st	Sep. 7th
Thanksgiving	Nov. 28th & 29th	Nov. 27th & 28th	Nov. 26th & 27th
Student Winter Break*	Dec. 13th – Dec. 26th	Dec. 12th – Jan. 1st	Dec. 18th – Dec. 30th
Christmas	Dec. 24th & 25th	Dec. 24th & 25th	Dec. 24th & 25th

*Student only holiday – Employee Workday

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ADMISSIONS REQUIREMENTS AND PROCEDURES

General Requirements

Hallmark University, situated in San Antonio, Texas, is an accredited and co-educational institution with two campuses. Both campuses are accredited by the Accrediting Commission of Career Schools and Colleges and approved by the Texas Higher Education Coordinating Board. The university holds the approval of the Texas Veterans Commission for veteran training and the Federal Aviation Administration (FAA) for the College of Aeronautics. At Hallmark University, there is a commitment to inclusivity, as the institution does not deny admission or participation in programs and activities based on race, creed, color, age, sex, national origin, or religion.

For a successful admission process, all required admissions documentation must be received by the university before the school accepts the student and executes the enrollment agreement. Applicants under the age of 18 require a parent/guardian's signature. Graduate program applicants must provide an official transcript demonstrating the completion of a bachelor's degree from an accredited institution. Undergraduate applicants need to submit one of the following for verification of high school or equivalency completion:

- An official high school diploma or transcript indicating the 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.
- An official college transcript indicating that the applicant has graduated from high school.
- A degree from an accredited college or university or an official transcript conferring the degree earned.

In cases where there is suspicion regarding the validity of a submitted high school diploma, Hallmark University follows a diligent procedure. The university checks with the appropriate state agency in the state indicated on the diploma to ascertain its recognition as a valid high school diploma.

For resident applicants, acceptance is contingent upon completing the following steps:

1. Interview with Enrollment Advisor,
2. Complete the Risk Assessment Questionnaire (Main Campus Only),
3. Meet the qualifying assessment/entrance score on all applicable entrance examinations and/or assessments,
4. 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. Application requirements are subject to a case-by-case review to assess the applicant's potential academic success at Hallmark University. Accepted applicants receive notification post-approval by the Admissions Committee.

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English Proficiency Requirement

To ensure success in Hallmark University's challenging academic environment, applicants whose native or primary language is not English and/or who hold citizenship in a non-English official language country may need to demonstrate English proficiency. This can be achieved by taking the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examinations.

TOEFL, administered by The Educational Testing Service of The College Board, can be explored further at www.toefl.org. IELTS, jointly managed by the University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia, offers additional information at www.ielts.org.

For admission into associate, bachelor, or master's degree programs, a minimum TOEFL score of 550 (paper-based test) or 79 (online/Internet test), or an Academic IELTS overall band score of 6.5 is required.
There are circumstances where the TOEFL or IELTS requirement may be waived if the applicant meets specific criteria. These include:

- Graduation from a U.S. high school with completion of three years of regular English courses.
- Achieving a score of 500 or greater on the verbal/reading section of the SAT.
- Scoring 21 or greater on the English section of the ACT.
- Completion of college-level English Composition I with a grade of "B" or better.
- Waiver for graduate school applicants not from a native English-speaking country who have lived and worked in the United States for a minimum of five years. In other special cases, the waiver may be considered on a case-by-case basis by the academic dean or the Dean of Academic Operations.

Denied Admission

Hallmark University retains the authority to decline admission for any non-discriminatory reason, with the decision resting solely with the Admissions Committee. Various factors, including but not limited to the following circumstances, may influence this determination:

- Criminal background
- Security clearance failure, if applicable
- Excessive student loan debt
- Unresolved risk factors
- Availability of space due to class size
- Behavior inconsistent with Hallmark University's core values

Admission of Home-Schooled or Non-Traditional High School Students

A non-traditional high school student, as defined by Hallmark University, is an individual enrolled in-home school programs or attending a high school that is non-accredited or not recognized by the Texas Education Agency. For applicants seeking admission based on the completion of

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independent study equivalent to the high school level in a non-traditional setting—distinct from public high schools, accredited private high schools, or state equivalency exams—individual approval for admission is considered.

To be eligible for admission, the applicant must comply with Hallmark University's entrance testing requirements. Additionally, the applicant is required to submit an official transcript for homeschool education. This transcript should include essential details such as the student's name, date of graduation, and must be signed by the person responsible for overseeing the homeschooling. The university acknowledges and accommodates the unique educational paths of non-traditional high school students.

Evaluation of Foreign Credentials

Prior to the granting of transfer credits, a mandatory official evaluation of foreign credentials must be undertaken at Hallmark University. All foreign credentials submitted must be in their original form and accompanied by a certified English translation. Applicants are personally responsible for organizing the credential evaluation process and covering all associated costs related to obtaining the translation.

Hallmark University acknowledges evaluations from companies approved by the National Association of Credential Evaluation Services (NACES). For a list of approved evaluation companies, applicants can refer to NACES. The documentation, once translated and evaluated, should be submitted for approval by the relevant Office of the Registrar. This procedure ensures a comprehensive assessment of foreign credentials for the purpose of credit transfer.

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Program Specific Additional Requirements

Aeronautics Campus, College of Aeronautics

In conjunction with the general admission criteria outlined in the General Requirements section, Aviation applicants at the Aeronautics Campus must fulfill additional criteria:

- Attainment of a minimum score of 70 on the Aviation Assessment is mandatory for admission into the degree-level program.
- Each candidate is allowed a maximum of two attempts to take the assessment during each recruiting period.
- All applicants are required to satisfy the FAA's Background Check requirement to maintain active student status at Hallmark University.
- Students must fulfill this Background Check requirement within thirty (30) days of the enrollment date.

Failure to meet the necessary verification for the FAA Background Check may result in the student's dismissal from Hallmark University.

Bachelor of Science Degrees

In conjunction with the general admission criteria outlined in the General Requirements section, applicants seeking admission into the Bachelor of Science programs at Hallmark University must fulfill one of the following prerequisites:

1. **ACT or SAT Scores:**
   - Taken the ACT or SAT within 12 years of submitting the admission application and met the minimum standards specified 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	No minimum SAT/ACT score, but scores must be submitted from the testing agency		

2. **College Credit Hours:**
   - Verification of completion of a minimum of 9 college credit hours with a cumulative GPA of at least 2.0 on an official transcript from an accredited college or university, demonstrating college readiness in Texas.
3. **Associate degree Completion:**
   - Verification of completion of at least an associate degree program on an official transcript from an accredited college or university.
4. **Wonderlic Scholastic Level Exam (For Bachelor of Science Programs):**

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- Applicants may take the admission assessment Wonderlic Scholastic Level Exam published by Wonderlic Personnel Test, Inc. Scores 15 or above on the Wonderlic may be considered for full acceptance.

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

B.S. Aviation Maintenance Management Completion Degree

In addition to the general admission requirements, applicants for the Bachelor of Science Aviation Maintenance Management degree program must meet the following:

1. Verification of completion of an undergraduate degree program with a GPA of 2.50 or higher.
2. Possession of a current Airframe and Powerplant certification issued by the FAA FAR Part 147.
3. Completion of at least 15 credit hours in General Education to include:
   a. 3 credit hours in Composition/Rhetoric
   b. 3 credit hours in college-level Math above the remedial Math level
   c. 3 credit hours in Humanities

Nursing

Nursing Program Admissions Requirements

Prospective candidates seeking admission to the Vocational Nursing (VN) program, or the Bachelor of Science in Nursing (BSN) program must meet specific entrance criteria in addition to the general admission requirements (refer to General Requirements).

TEAS Exam Requirements

The Test of Essential Academic Skills (TEAS) assesses competencies in Reading, Mathematics, Science, and English language usage. Applicants must take the TEAS within 12 months of application submission.

- **Testing Guidelines:**
  - Applicants may take the TEAS exam up to twice within a 12-month period, with a minimum of two weeks between attempts. Completion of prerequisite courses allows for a third attempt.

- **Minimum Score Requirements:**
  - **Vocational Nursing:** Achieve at least 52% overall and minimum of 52% on both the Math and Reading sections.

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- o **Bachelor of Science in Nursing:** Achieve at least 60% overall and minimum of 60% on both the Math and Reading sections.

Academic Performance

- **Vocational Nursing:** If the applicant has completed transferable coursework, they must have a minimum cumulative GPA of 2.0 in those courses.

- **Bachelor of Science in Nursing:** If the applicant has completed transferable prerequisite coursework, a minimum GPA of 2.0 in those courses is acceptable for transfer credit. However, to transfer all prerequisite courses and meet the program requirements, an overall cumulative GPA of 2.5 is required upon completion.

BSN Selection Process

Acceptance into the Hallmark University BSN program is competitive. The Hallmark admissions acceptance committee reviews all applicants and grants conditional acceptance based on specific criteria, including prerequisite courses and minimum TEAS scores. Each applicant undergoes an interview with an admissions representative to receive detailed program information and assess their eligibility.

Eligibility Requirements

- Without completed prerequisites meet the minimum TEAS score criteria.
- With completed prerequisites: meet the TEAS score, and GPA criteria.

Additional Considerations

- **Class Size Determination:** The BSN program offers 36 available seats. The number of seats is determined by factors including the capacity of clinical groups at healthcare facilities, instructor workload, teaching schedules, and the availability of classroom and laboratory space. Admission for applicants meeting the minimum criteria is granted on a first-come, first-served basis. Once the 36-seat limit is reached, additional qualified applicants will be placed on a waiting list.

- **Re-entry Applicants:** Candidates seeking re-entry after a withdrawal or termination must obtain approval from the Dean of Nursing. Re-admission is evaluated on a case-by-case basis and is contingent upon space availability.

Additional Admissions Steps for Nursing Program Applicants

- **Submission of Transcripts:**

  - o **Academic Records:** Provide transcripts for the required prerequisite courses with a minimum cumulative GPA of 2.5. Courses must be from an institution accredited by an association recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

  - o **Coursework Acceptance:** Science courses with a grade of "C" or higher, completed within the last five years, may be accepted for credit. Other general education courses

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with a grade of "C" may also be accepted. However, the overall GPA for all prerequisite courses must be 2.5 or higher to be accepted into the program.

- o **Disclosure of Previous Nursing Program Attendance:** If previously enrolled in any nursing program (VN, ADN, BSN) and withdrawn or terminated, applicants must disclose this information and provide an explanation outlining their plan for success in the current program.

- **Drug Screening:**

  - o **Requirement:** Applicants must submit a negative urine drug screen.

  - o **Positive Test Protocol:** If the test yields a positive result, applicants must provide documentation from the testing lab that justifies the result and certifies the applicant as clear.

Master of Business Administration

In addition to the general admissions requirements, for favorable admissions consideration to the Master of Business Administration (MBA) degree program, an applicant must fall into one of the following categories:

1. Applicants with an undergraduate cumulative GPA of 2.5 or higher may be admitted in good standing.
2. Applicants with an undergraduate cumulative GPA of 2.49 or below may be admitted with Program Dean/Chair approval.
3. Applicants with graduate school credits:
   - If candidates for MBA 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.
   - If candidates for MBA 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.
   - Graduate admissions personnel will evaluate previously completed coursework for eligibility to transfer graduate-level course credits.

Dual Credit Qualification in BSBM

Students in the Bachelor of Science in Business Management program, having accomplished a minimum of 60 credit hours and sustaining a cumulative GPA of 2.75 or higher, qualify for dual credit of up to 12 credit hours within their concentration. These students will attend the concentration courses according to the regular schedule. If a student attains a letter grade of B or higher, they will obtain both undergraduate and graduate-level credit upon enrollment and acceptance into Hallmark's MBA program with the matching concentration. Students securing a letter grade below B will solely earn undergraduate credit for the course.

Master of Science in Cybersecurity

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In addition to the general admissions requirements, for favorable admissions consideration to the Master of Science in Cyber Security (MSCS) program, applicants must fulfill specific criteria as outlined in the following entrance requirements, in addition to the general admission prerequisites:

1. Graduates of Hallmark University's BSIS, BSCS, or BSCC degree programs, maintaining at least a C cumulative average, are exempt from additional requirements.
2. Non-Hallmark University IT/Cyber/Cloud graduates must provide proof of completing a technology degree from an accredited university (e.g., computer information systems, computer science, information sciences, database administration, and software engineering) and should possess a minimum of two years' experience, preferably in one of the eight CISSP domains: (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. MSCS candidates without a technology undergraduate degree must demonstrate experience in one or more of the technology domains mentioned in #2 above for a minimum period of five years.
4. Candidates lacking the required experience must hold one or more active intermediate or higher-level technology certifications, which can be considered a substitute for work experience.
5. Applicants with an undergraduate GPA of 3.0 or higher will be admitted in good standing.
6. Applicants with an undergraduate GPA of 2.5 – 2.99 may be admitted with approval from the Program Chair for the School of Information Technology; however, if potential students have earned a minimum of 12 hours of graduate coursework, this may be used to assess their initial academic standing.

Admissions personnel will assess previously completed coursework for eligibility regarding transfer credit. Refer to Transfer Credit for Previous Education and Residency Requirement. The Dean of the School of Information Technology holds the authority to make exceptions to the Master of Science in Cybersecurity requirements on a provisional, case-by-case basis.

ACADEMIC POLICIES AND STANDARDS

General Academic Policy

Every program of study requires varying amounts of coursework and preparation outside the regular classroom. The scheduling of classes each grading period is at the university's discretion. Lecture and laboratory hours align with the competency-based design of our curriculum.

Students at Hallmark University are expected to maintain specific academic standards. At the end of each grading period, individual progression is evaluated to determine satisfactory progress. Failure to meet minimum standards may result in academic probation or dismissal, leading to termination of enrollment. Students dismissed for failure to maintain Satisfactory Academic Progress (SAP) may reapply after at least one full grading period. Refer to the Re-Entry Policy for details.

Academic Freedom Policy

Hallmark University is dedicated to ensuring the free pursuit of responsible inquiry for both faculty and students. Intellectual freedom allows for the exchange of ideas, debate on issues, and scholarly research in authentic academic areas without fear of retribution. The school upholds ethical integrity, ensuring objective inquiry and the search for truth in an atmosphere of respect and tolerance for diverse perspectives. While intellectual diversity is affirmed, some limits on freedom of expression may be imposed by the University bylaws' purpose and scope.

Members of the learning community must acknowledge basic limitations on freedom of expression to foster values such as truthfulness, mutual respect, moral integrity, decency, and self-restraint. Faculty members should exercise self-restraint in areas outside their competencies. The University may place limits on freedom of expression as deemed appropriate by the bylaws.

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Academic Honesty Policy

Based on its philosophy of education, Hallmark University is strongly committed to academic excellence, honesty, and personal integrity. Students are expected to complete their work without unauthorized assistance during exams, quizzes, papers, assigned projects, etc. 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, a violation of the Professional Code of Conduct, includes but is 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 into one's own written work offered for credit.
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; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students 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 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 Academic Dean of the student's program of study in writing of any incidence of Academic Dishonesty. The Academic Dean will confer with the student and/or instructor involved to review the Academic Dishonesty policy.

Sanctions for a student's academic dishonesty vary according to the nature and seriousness of the offense. The instructor may assess one of the following when Academic Dishonesty occurs:

1. A reduction in the grade on the assignment*.
2. Require a student to redo the assignment*. (With appropriate penalties).
3. Record a failing grade for the assignment*.

4. Record a failing grade as the final course grade.

*Definition of "assignment" includes but is not limited to tests, examinations, quizzes, discussion questions, UOI's, laboratory assignments, or class assignments.

Each violation of academic dishonesty will be recorded, and continuous violations in Academic Dishonesty will result in the student's dismissal from Hallmark University. The penalties will be progressive and based on the severity of the issue and previous instances of Academic Dishonesty.

Residency Requirement

To fulfill the residency requirements, the maximum allowable applicable transfer credits deemed acceptable by the Office of the Registrar is 75% for undergraduate degree programs and 30% for graduate degree programs.

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 align 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. Transfer evaluations should be submitted for approval by the Office of the Registrar during enrollment or within the first grading period of active attendance. A student not currently enrolled may not transfer course credits to fulfill Hallmark University graduation requirements. The university does not offer credit for experiential learning, including practicum/externship credits earned at another institution. All college-level work subject to transfer credit consideration must be submitted on an officially approved transcript from the originating institution. An officially approved transcript is one sent directly from the originating institution and received by the Office of the Registrar at Hallmark University in an envelope sealed by the originating institution. All Veteran's Educational funding students must submit copies of their military and academic transcripts for credit evaluation. The university may not grant credit, but it 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.

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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. The number of approvable transfer credits is 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.

Challenging a Course

Any incoming student wishing to challenge a course based on documented education, training, or experience must initiate this process during the enrollment process or within the first grading period of active attendance. It's important to note that a student cannot challenge a course they are currently attending or request to delay a course with the intention to challenge.

To begin the challenge process, the student must request a personal interview with the Academic Dean and provide details about the university course or courses to be challenged, along with documentation showcasing the relevant knowledge, skills, and experience (e.g., resume, certification, award, or training document). If the Academic Dean approves the course challenge, they will coordinate with the appropriate instructor to administer a comprehensive examination.

To proceed with the challenge, the student is required to prepay the Course Challenge fee for each course and achieve a grade of 85% or above to successfully obtain credit for the challenged course(s). The documentation and examination results become a permanent part of the student's record, submitted to the Office of the Registrar for recording the credits. It's essential to note that a course may only be challenged once, and the student is responsible for all materials, including books. Financial aid funds cannot be used to cover the cost of a course challenge.

Successfully challenged course credits will be indicated on the Hallmark University transcript with a "CC" grade, counting as both attempted and earned credit hours. However, these credits will not impact Student Academic Progress evaluation or contribute to the calculation of the University cumulative grade point average. In case of any disputes related to transfer credits, the Student Grievance, Complaint, or Appeals Policy will be followed.

Course Credit by Examination

Hallmark University acknowledges and accepts course credits earned through "Course Credit by Examination," including programs such as the College Level Exam Program (CLEP), Advanced Placement Program (AP), ACT Proficiency Examination Program (PEP), and DANTES-SF-498. Students are required to submit official documentation confirming the successful completion of the "Course Credit by Examination" within the initial grading period of active attendance at Hallmark University.

Credits obtained through "Course Credit by Examination" are reflected on the Hallmark University transcript with a "CC" grade, counting as both attempted and earned credit hours. It's important to note that these credits will not impact the evaluation of Student Academic Progress and will not be factored into the calculation of the University cumulative grade point average.

In the event of any disputes related to transfer credits, the procedures outlined in the Student Grievance, Complaint, or Appeals Policy will be followed for resolution.

Acceptance of Credits by Other Institutions

Within the United States higher education system, each institution establishes its unique standards and criteria for accepting coursework completed by a student at another institution. While a student may have successfully taken and completed a course or program at Hallmark University, it is important to note that no employee of Hallmark University can provide assurance regarding the transferability of credits, whether in whole or in part, to any other educational institution.

Academic Grading Period Definition

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

Aeronautics 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.

Full-Time Status Definition

Main Campus: A full-time undergraduate student is defined as one who attempts twelve (12) credits over two (2) 9-week grading periods for the day, evening, and online program courses. A full-time graduate student is defined as one who attempts six (6) credits over two (2) 9-week grading periods for the day, evening, and online program courses.

Aeronautics 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.

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:

- 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: ENGL-1301 is three (3) credits, and BSN-1505 is five (5) 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.

Aeronautics 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: General education course, ENGL-1301, is three (3) credits, and Aviation course, AGS-1121 is twelve (12) credits). The third and fourth digits establish possible course sequencing; however, the sequencing 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 Dean 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
College of Aeronautics Aviation Degrees	0 - 27	1.50
	28 - 54	1.65
	55 - 76	1.80
	77 or more	2.00

The assessment of student compliance with Satisfactory Academic Progress (SAP) takes place at the conclusion of each term, after the posting of final grades. This evaluation determines academic eligibility for the upcoming grading period. Students applying for financial aid, whether they are first-time applicants or have received aid in the past, must meet SAP standards. The eligibility for financial assistance in projected terms is contingent upon meeting these minimum SAP standards. Failure to meet these standards in the evaluated term may lead to the cancellation of financial aid for subsequent terms.

Students may access their Student Portal and review the Financial Aid section to find their current SAP status. Students are strongly advised to check their SAP status at the beginning of each term.

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Individuals who achieve the minimum interval GPA, as defined by their program standards, by the term's end will attain SAP Met status. This status indicates that they have satisfied the Financial Aid Standards of Satisfactory Academic Progress. Students in SAP Met status are eligible to participate in all financial aid programs, provided they meet all other eligibility criteria and are subject to fund availability.

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Academic Probation and Financial Aid Warning

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 SAP, 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 satisfied the Financial Aid Standards of Satisfactory Academic Progress. 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.

Extended Academic Probation and Financial Aid Suspension

Students who exhaust the Maximum Time Frame allowed for a program of study will be placed on Extended Academic Probation and Financial Aid Suspension. Students who are on Academic Probation and Financial Aid Warning and fail to meet SAP will be placed on financial aid suspension.

Students on Extended Academic Probation who wish to remain in school must apply for an Academic Appeal. If approved, 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 Dean 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. 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 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 SAP is not met or progress is not made

according to the Academic Success Plan the student may change to 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 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 required).
- 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 status changed from Financial Aid Suspension to

Financial Aid Probation and Financial Aid will be awarded for one grading period and/or the length of the Academic Success Plan. Students on Financial Aid Probation that meet SAP standards at the end of the term or in a specified grading period will go to SAP Met Status, and their Title IV eligibility will be fully reinstated. If Satisfactory Academic Progress is not met or progress is not made according to the Academic Success Plan, the student loses Title IV eligibility and may not appeal that loss unless it is for a completely different reason than the original appeal.

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 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.

Re-Entry

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 reentry if the conditions that caused the attendance/academic problems have not been resolved.

Re-entry applicants must complete all aspects of the re-entry process before the scheduled new start date. The reentry process is as follows:
- Completion of all educational paperwork.
- Completion of all Financial Planning paperwork.
- An acceptable in-school payment program agreement (if applicable).
- Approved by the Re-entry and/or Acceptance Committee.
- Students are required to sign and complete an academic plan developed by the dean of their school and their academic advisor.
- Students are required to sit out at least one term after termination.
- Students who do not pass all their courses in the first term will be dismissed from the program and returned to terminated status.

Re-entry 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 reentry may appeal to the Dean of Academic Operations in writing and will be responded to within five (5) business days. See Student Appeals Procedure for Academic, Attendance, or Conduct Dismissal.

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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.

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-Pending		
WM	Withdrawal-Military		
	Pass/Fail Grades		
PA	Passed		
NP	Not Passed		
	Audits and Incomplete		
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-Gen-Ed Courses		70	79	2
C	C-Nursing & Aviation		75	79	2
F	F-Nursing & Aviation		0	74	0
F	Failure		0	69	0
	PASS/FAIL Grades				
P	Pass/Fail Passing Cr		0	0	4
F	Pass/Fail Failed Cr		0	0	0

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.

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 University Dean of Academic Operations. 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. The 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 student's GPA until the course is successfully repeated. The highest grade is used in calculating the final cumulative GPA.

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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 University Dean of Academic Operations 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 the 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 on the Student Campus Portal. Progress Reports are available at the student and/or sponsor's request from the Office of the Registrar. Official transcripts can be requested directly from www.hallmark.edu, under the resources tab. Unofficial transcripts can be accessed through a student's Self-Service account. All obligations to Hallmark University must be met before any documents are 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.

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 a 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.

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 as scheduled 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 or their Academic Dean when they may be tardy or anticipate an absence. A series of consecutive absences in any course or combination of courses or missing 20% or more of the scheduled hours in the grading period is considered excessive absenteeism. Excessive absenteeism is 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.

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 to correct 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 or the University Dean of Academic Operations 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 or the University Dean of Academic Operations. 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.

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GRADUATION POLICIES AND STANDARDS

Graduation Requirements

Undergraduate Degree Programs

All undergraduate degrees will be awarded to students who complete the applicable program requirements:
1. Completion of all required clock/credit hours assigned to each academic program with a minimum 2.00 cumulative grade point average.
2. Completion of all program requirements 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

All graduate degrees will be awarded to students who complete the applicable program requirements:
1. Must be in "Active" enrollment status during the term they submit their final thesis or capstone project.
2. Successfully achieve a passing grade on their thesis or capstone project to earn the degree.
3. Achieved an overall minimum of a 3.00 cumulative grade point average.
4. Meeting the residency requirement pertaining to each program and campus. See Residency Requirement.

Student participation in the graduation ceremony does not confirm the 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 who graduate with the specified program enrollment GPA's may qualify for the following Academic Honor Awards:
- Summa Cum Laude - 3.90 or above
- Magna Cum Laude - 3.75 through 3.89 and
- Cum Laude - 3.50 through 3.74

Students are also eligible to complete the Hallmark Character Education Program with Distinction. Academic Honors earned will be awarded on students issued degrees.

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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 the 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 to 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 its discretion.

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, based on 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.

Title 38 USC 3679(e)Compliance

In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Hallmark University will not impose a penalty on any student using veterans' education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®) because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA).

Cancellation Policy

Students wishing to cancel their enrollment should contact their admissions representative. The address and telephone number of the university is 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.

Withdrawal/Termination Policy

The University reserves the right to terminate a student before completion of the program upon the 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 Aeronautics 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 days one (1) through day thirteen (13)
   c. 25% during days fourteen (14) through day fifteen (15)
   d. 0% after the fifteenth (15) day

All calendar days are considered for refund purposes, not only the days the student is scheduled to attend class. Non-Title IV refunds will be totally consummated within 60 days after the effective date of termination. Any required refunds of Title IV funds will be consummated within 45 days after the effective date of determination.

Return of Federal Student Financial Aid Policy (R2T4)

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.

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned.

If a student is entitled to post-withdrawal disbursement:

- Grants will be disbursed within 45 days of the date of determination.
- Loans will be offered to the student within 30 days of the date of determination. If a student is entitled to post-withdrawal loan disbursements, 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 Parent (PLUS) Loans
- Federal Pell Grants

- Federal Supplemental Opportunity Grants
- Federal Iraq and Afghanistan Service Grant

If the R2T4 calculation results in a credit balance on the student's account, that balance will be disbursed as soon as possible but no later than 14 days after the R2T4 calculation.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

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

Tuition Assistance Program Refund Policy

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 to 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).

Refund Policy for Students Called to Active Military Service

For a student at 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 North Campus Students only. Aeronautics Campus students are required to complete 100% of the hours in the course before the assignment of a final grade.

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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.

Title 38 USC 3679(E) Compliance

In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Hallmark University will not impose a penalty on any student using veterans' education benefits under Chapter 31 (Vocational Readiness & Employment) or Chapter 33 (Post 9/11 GI Bill®) because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA).

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TUITION AND FEES

PROGRAM TITLE	COST PER CREDIT HOUR	TUITION	LAB/ACTIVITY/ MATERIALS FEE (PER TERM)	TECHNOLOGY FEE (PER TERM)
AAS Information Technology	$550	$33,000.00	$100.00	$125.00
BS Information Systems	$550	$66,000.00	$100.00	$125.00
BS Cybersecurity	$550	$66,000.00	$100.00	$125.00
BS Cloud Computing	$550	$66,000.00	$100.00	$125.00
MS Cybersecurity	$595	$21,420.00	$100.00	$125.00
BS Aviation Maintenance Management (Completion Degree)	$435	$26,100.00	N/A	$125.00
BS Business Management	$550	$66,000.00	$150.00	$125.00
Master of Business Administration	$595	$21,420.00	N/A	$125.00
BS Nursing	$550	$66,000.00	$505.00	$125.00
Vocational Nursing	$475	$22,800.00	N/A	$125.00
MS Nursing	$595	$21,420.00	N/A	$125.00
AAS Airframe/Powerplant Technologies Combined	$435	$41,760.00	$1,350.00*	$125.00
AAS Airframe Technology	$435	$26,970.00	$675.00*	$125.00
AAS Powerplant Technology	$435	$27,840.00	$675.00*	$125.00
Single Subject [1]	$550	N/A	N/A	$125.00

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MISCELLANEOUS FEES

Textbook Shipment – Domestic (flat rate per shipment)	$25
Textbook Shipment – International (flat rate per shipment)	$100
Course Challenge Fee (per course)	$50
Program Change Fee	$50
Electronic Copy Transcript Fee	$10
Mailed Paper Transcript Fee	$12.50
Degree/Certificate/Diploma Reprint Fee	$20
Return Check Fee	$25

CAMPUS SPECIFIC FEES

MAIN CAMPUS

Parking Fine (fines increase by $20 per infraction)	$20
Replacement ID	$5

AERONAUTICS CAMPUS

Renewal of Security Fee	$35
Lost/Expired Badge Fee	$100
Annual San Antonio Parking Permit	$5
Airport Parking Fine	$25

GRADUATION FEES

Master's Degree	$75
Bachelor's Degree	$75
Associate degree	$75
Certificate	$75
All Online Degree Programs	$75

Tuition Charts effective for Hallmark University, Main Campus, and Aeronautics Campus, go into effect October 27, 2023.

1 Single Subject Enrollment Agreements do not include certification exam fees.

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*Students entering an Aviation program, with an existing A&P License will not be charged the Lab Fee.

Hallmark University reserves the right to modify class schedules. Students will be notified of any changes in the class schedule.

<u>**Military, active duty, and their spouses**</u> will be eligible for a reduced cost per credit hourly rate of $**250** for undergraduate degrees (except for the BSN degree) and $**275** for graduate degrees offered at Hallmark University and HU College of Aeronautics. (Active duty is defined as on orders for 180 days or more).

<u>Transfer credit and repetition of course charges</u> are determined by the cost per credit for the specific program multiplied by the number of credit hours for the course.

**Fees not included in tuition and Non-Refundable Students will be responsible for all charges incurred in the collection of delinquent accounts.

STATE REGULATORY POLICIES AND STANDARDS

NC-SARA

Hallmark University is a participating institution of the National Council for State Authorization Reciprocity Agreements ("NC-SARA" or "SARA"), allowing Hallmark University to operate in a number of states/territories based on its approval in the State of Texas. For additional information on NC-SARA, visit http://nc-sara.org. This site includes information if a student wishes to file a complaint under SARA policies.

Hallmark University is authorized to conduct courses and grant degrees by the Texas Higher Education Coordinating Board. Additional information regarding this institution may be obtained by contacting the Board at 1200 E Anderson Lane; Austin, TX 78752; (512) 427-6101.

Student Complaint/Grievance Procedure

Institutions accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If a student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting 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 is available at Hallmark University and may be obtained by contacting the Vice President of Student Affairs and Support Services and/or the University President/CEO. Distance learners can e-mail feedback@hallmark.edu to obtain a copy of the Commission's Complaint Form.

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://hallmark.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 Vice President of Student Affairs and Support Services.

Students may download the Hallmark University's complaint form at https://hallmark.edu/catalog/complaint-form.pdf and e-mail it to feedback@hallmark.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   Dean, Academic Operations

A student who is subject to academic, attendance, or conduct dismissal may appeal the decision to the University Dean of Academic Operations. The appeal must be made within three (3) business days of dismissal. The appeal must be in writing, signed by the student, provide a 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.

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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 ACCSC's complaint webpage.

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

Level 1	Instructor, Academic Dean, appropriate Hallmark University staff member, or advisor
Level 2	Dean, Academic Operations
Level 3	President/CEO
Level 4	Accrediting Commission
Level 5	Texas Higher Education Coordinating Board

Secondary Student Grievance, Complaint, 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 is 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 fully govern this agreement 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 actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise. The arbitrator shall fully apply federal law 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.

Student Appeals Procedure for Academic, Attendance or Conduct Dismissal

A student who is subject to academic, attendance, or conduct dismissal may appeal the decision to the University Dean of Academic Operations. The appeal must be made within three (3) business days of dismissal. The appeal must be in writing, signed by the student, provide a current address, telephone number, and contain the specific details for the dismissal. The student must 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.

Final Student Grievance, Complaint, 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@highered.texas.gov or by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, 1801 N. Congress Ave. Suite 12.200, Austin, TX. Mailing address: P.O. Box 12788, Austin, Texas 78711-2788. The student complaints page is: Student Complaints – Texas Higher Education Coordinating Board. Facsimile transmissions of the forms are not accepted. To acquire electronic forms, visit http://www.thecb.state.tx.us/Student Complaint and Release Forms.

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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 should 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 six 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 the 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.

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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, Academic Dean, or the University Dean of Academic Operations 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, Academic Dean, or the University Dean of Academic Operations, 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 with 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 the 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

It is the policy of Hallmark University to protect the privacy and records access rights that apply to records maintained by or for the University about its current and former students by always complying with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, is the federal law that provides eligible students certain rights with respect to their education records. Hallmark University may disclose appropriately designated "directory information" without written consent unless you have advised Hallmark University to the contrary in accordance with Hallmark University procedures.

The primary purpose of directory information is to allow Hallmark University to include information from your education records in certain school publications. If you do not want Hallmark University to disclose any or all the types of information designated below as directory information from your education records without your prior written consent, you must notify Hallmark University in writing. Hallmark University has designated the following information as directory information:

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

The absence of a specific request to withhold directory information indicates approval for disclosure. Additionally, the 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-out for the release of directory information to outside inquiries by completing the Restrict Student Directory Information Request with the Office of the Registrar. 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 later, the

authorization will remain applicable during enrollment. Every student over 18 years of age is assumed to be an "eligible student" and has 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 and communicating a clear message to students that harassment and bullying will not be tolerated, and that Hallmark 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. We have a system in place to intervene if a student's conduct could endanger others offered through our Student Affairs Office.

"All students should be able to learn in a safe environment, free from discrimination and harassment. The Civil Rights Division stands with LGBTQI+ students and will fight to protect their right to an education regardless of who they are or whom they love." – Kristen Clarke, Assistant Attorney General for Civil Rights, Department of Justice

"The Department of Education strives to ensure that all students—including LGBTQI+ students—have access to supportive, inclusive school environments that allow them to learn and thrive in all aspects of their educational experience. Federal law prohibits discrimination based on sexual orientation and gender identity, and we are here to help schools, students, and families ensure that these protections are in full force." – Suzanne B. Goldberg, Acting Assistant Secretary for Civil Rights, Department of Education

Non-discrimination: Disability Policy

This policy describes the role 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.

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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 accommodation to which a student may be entitled include changes in the length of time allowed to complete requirements and adaptation of the way 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 accommodation must be submitted in writing to the Director of Student Affairs, along with the applicable medical documentation to evaluate and arrange appropriate reasonable accommodation. Requests are evaluated on a case-by-case basis by the Director of Student Affairs, the University Dean of Academic Operations, and/or the Academic Dean. Accommodation cannot be retroactive and will not be used to adjust previous grades or assignments.

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

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

Regulatory Compliance Specialist
Hallmark University, Main Campus
9855 Westover Hills Blvd.
San Antonio, TX 78251-4108
Telephone Number: (210) 969-7572

Dean of Academic Operations
Hallmark University, Main Campus
9855 Westover Hills Blvd.
San Antonio, TX 78251-4108
Telephone Number: (210) 969-7541

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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 Vice President of Student Affairs and Support Services.

Student Services

The Student Affairs Department is responsible for facilitating all student assistance and services. On-campus resident housing is not available at Hallmark University; however, Student Affairs 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 and student discounted fares. Student Affairs provides guidance for students who need 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 Affairs provides oversight for all student organizations and facilitates campus events such as orientation, award ceremonies, and graduation. The Student Affairs Department will also assist students with their necessary ADA accommodation.

Career Services

The Career Services Department is available for students to provide them with key job search and personal communication skills necessary to successfully connect with employers in their chosen field of study. The department provides instruction and guidance by conducting workshops on resume writing and interviewing while offering practical advice on professional appearance, presentation skills, attitude, and other essential employability skills.

The focus of the department is to offer career and professional development guidance to enable the continuous success of students and alumni. The Career Services Department serves as a liaison with industry partners to assist businesses in hiring Hallmark University graduates. While employment cannot be guaranteed following graduation, assistance is provided for this vital function. To fully benefit from the Career Services Department, it is recommended that students meet basic department guidelines before graduation:

- Each student must attend and engage in the mandatory Classroom to Career Workshops offered throughout their academic program. These workshops are designed to prepare them to enter the workforce.
- Each student must have a professional resume on file, which will be reviewed at two touch points by career services.
- All students must actively meet with the Career Services Department throughout their academic program to foster a continuous working relationship to enable employment

success. Create a Handshake account provided by the university. This career management platform tool will allow students to search for career opportunities based on the students' interests. The Career Services Department will encourage all employers to use Handshake to promote career opportunities or career events for students and alumni.

It is a student's responsibility to check their student email, Canvas announcements, and other communication mediums for important information and the times and dates of the workshops. After graduation, students are contacted via phone call, text, and personal email. It is recommended students update their contact information with the Career Services Department when changes occur.

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 with academic assistance and developmental activities in several ways. The classroom instructor provides primary assistance. Students having difficulty with a course are encouraged to seek assistance from their instructor. Tutoring is available outside of the regular class time upon request. In addition, students can request a mentor who will help support their success. Students may contact their instructor, academic advisor, Director of Student Affairs, or program Dean for scheduling special assistance as needed. Academic advisors or the program Dean will advise students of unsatisfactory progress and assist as requested, review student records, and discuss with instructors and students the 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 the Student Affairs Department.

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.

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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	30:1/25:1	40:1/30:1
School of Business	30:1/30:1	30:1/30:1
School of Information Technology	30:1/20:1	30:1/20:1
School of Nursing	30:1/20:1	40:1/20:1
College of Aeronautics	40:1/25:1	40:1/25:1

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 Students@Hallmark.edu, and the notification may be posted on Canvas. The Sr. Vice President 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. The university's Emergency Preparedness Plan can be found here under Important Links.

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 Sr. Vice President and Facilities Support. 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.

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.

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Emergency Preparedness Plan

The university's emergency preparedness plan is a detailed document that delineates the protocols and strategies to be implemented during an emergency or disaster. This plan aims to safeguard the safety and welfare of students, staff, faculty, and visitors, and is accessible here on the university's website.

Students Identification Cards

ALL students will be issued ID cards to wear while on campus. Student IDs must be displayed above the waist and visible. ID lanyards are available upon request from the Department of Student Affairs. An alternate lanyard may be worn but must be one of good taste and present a professional image. Report lost or stolen ID cards to the IT Helpdesk.

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 Sr. Vice President and Facilities Support or President/CEO. 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 always be observed:
- 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 Affairs. Guidelines may vary by campus and by the time of day. At the Main Campus, Hallmark University issued parking decals are required to be displayed on the front windshield of each vehicle. At the Aeronautics Campus, Hallmark University 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.

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/Complaint/Appeals Policy, bring the matter immediately to the attention of the Director of Student Affairs 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 can 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

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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.

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 always 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.

College of Aeronautics Dress Code – Aeronautics 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 always be worn 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, the hardware used in ear gauging, and other body piercings are not acceptable and must be removed.
- **Shorts:** May not be worn while on the Westover campus, not rise above the knee more than two inches (while standing) and are only permitted, at the Airport campus, when excessively high ambient temperatures are a concern.
- **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, except for earrings.
- **Cell Phones:** Cell Phones are not to be used during lectures, projects, and exams. Ear Buds and headphones 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 will be 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 always expected to conduct themselves in a socially acceptable manner and abide by the rules and regulations of Hallmark University. 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.

Students learn how to communicate and work with the public, display a good attitude, dress in an appropriate manner, develop problem-solving, self-discipline, and team-building skills which are 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 or dismissed from the university. Students will be held accountable for and 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 computers, email, or internet access. See policy description under Computing/Internet Policy.
4. Insubordination or 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 activity.
6. Physical or verbal abuse or 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
9. 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.
10. Sleeping, eating, or smoking in classrooms or laboratories is prohibited.
11. Vehicles must be parked in designated student parking areas. Refer to the Guidelines on Parking.
12. 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.

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13. Possession of dangerous items such as explosives, firearms, either concealed or exposed or usage of weapons will 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. It 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.
14. 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.
15. Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University sponsored functions.
16. Violating the Attendance Policy. See policy description under Attendance Policy and Standards.
17. Violating the Dress Code Policy. See policy description under Dress Code Policy.
18. Violating the Drug-Free Policy. See policy description under Drug-Free Program.
19. Inappropriate social media content, which indicates any affiliation or association with Hallmark University.

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 or the University Dean of Academic Operations. 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 being 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

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individual who has a complaint or is a 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 the University's access sites or using another person's 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 the 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:

<div align="center">

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

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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 the class start 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.

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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 if student enrollment is maintained. Each student's total cost will vary based on the 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 University Dean of Academic Operations or an Academic Administrator in advance for course scheduling. Students also must pay applicable fees and seek Financial Planning assistance. A program change initiated by the student may affect their 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.

FACILITIES AND EQUIPMENT

Main Campus

The main campus for Hallmark University is located at 9855 Westover Hills Blvd in San Antonio, Texas. The two-story handicapped accessible facility occupies 70,000 square feet of classroom and laboratory space with student and faculty parking available on the immediate campus grounds. Educational facilities include modern laboratories, a Security Operations Center, 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 Learning Center with 30 computers. This computer access enables the student to complete university distance education assignments using modern technology in hardware, software, and high-speed Internet access. Students may also use six study pods on the second floor, or the student lounge equipped with charging stations.

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 Learning Center, to have access to an off-campus computer with internet availability. Courses in all programs are designed to maximize the use of technologies currently operated in the business, including healthcare and information technology.

Aeronautics 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 and aircraft hangars.

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

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- 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. Aircraft assets include a Cessna 150M, Cessna 210B, Robinson R22, Swearingen SA227, and Gulfstream GIII.

Learning Resource System

The Virtual Library is a comprehensive online resource hub connecting users to a wealth of information through ProQuest. Covering multiple disciplines and spanning six centuries, ProQuest includes dissertations, theses, newspapers, magazines, over 450,000 eBooks, scholarly journals, and a unique digital vault with 78,000+ streaming videos. Users can enhance their work with Grammarly, a grammar and plagiarism checker. Computer laboratories provide access to materials for research, and the library offers twenty-six open-source databases and access to government websites for scholarly exploration.

The Learning Resource Center offers tutoring services each term, including sessions with subject matter experts and resources to improve writing and critical thinking skills. Workshops are available for all, extending the learning experience. The Virtual Library is committed to continuous improvement and expansion.

Assessment Center

The Assessment Center is a Pearson VUE, ATI, College Board, EC-Council, and PSI authorized test center located on the Main Campus. The following assessments are available: Wonderlic-SLE/Student Questionnaire, information technology certifications, aviation exams, entrance nursing exams, and credit-granting examinations. _TIP program procedure_: students are permitted to take certification exams offered at the University's discretion according to their degree programs and complete the indicated course(s). The student must meet requirements to become eligible for a voucher and receive authorization to test by the following: an instructor, the dean of the appropriate school, financial planning department, and registrar department. Vouchers for the school of aviation expire 14 business days after administration. IT students are eligible for a voucher when deemed ready and have until six months after graduation to use them. These terms are subject to change at the discretion of the institution.

Programs of Study and Course Descriptions

Arts and Science (General Education)

School of Nursing

School of Business

School of Information Technology

College of Aeronautics

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ARTS AND SCIENCES (GENERAL EDUCATION)

BIOL-1322 Nutrition and Wellness (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course includes the study of health issues, stress management, nutrition, and lifestyle 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.

BIOL-2401 Anatomy and Physiology I (4 credits)

Hours: 80 Lecture: 48 Laboratory: 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.

BIOL-2402 Anatomy and Physiology II (4 credits)

Hours: 80 Lecture: 48 Laboratory: 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**

BIOL-2420 Microbiology (4 credits)

Hours: 80 Lecture: 48 Laboratory: 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.

ECON-2301 Principles of Macroeconomics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

ECON-2302 Principles of Microeconomics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

ENGL-1301 Composition I (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

ENGL-1302 Composition II (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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**

GOVT-2304 Introduction to Political Science (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

HUMA-1347 Introduction to Character and Ethics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course is crucial for introducing students to Hallmark University's Character Education Program (HCEP) and the Seven Character Traits that underpin their personal and professional journey at Hallmark. It covers Kohlberg/Rest's Stages of Moral Development, exploring its influence on beliefs, judgments, and decision-making. Through the Defining Issues Test, Version 2 (DIT2), students reflect on their values and ethical foundations within Kohlberg/Rest's

framework. The course highlights the connection between character, moral development, and decision-making. Students also learn about the Career Services Policy. This mandatory course does not accept transfer credits as substitutes.

MATH-1314 College Algebra (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

MATH-1324 Finite Mathematics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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**

MATH-1342 Introduction to Probability & Statistics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course is an introduction to the biostatistical concepts and the skills necessary to interpret data for evidence-based practice in the health sciences. Student will be introduced to variation and variables, levels of data measurement, descriptive statistics and data display, probability, statistical and clinical significance, confidence intervals, statistical power analysis, hypothesis testing, and inferential statistics.

PSYC-1301 Human Factors (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

PSYC-2314 Lifespan Growth and Development (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

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PSYC-2316 Psychology of Emotional Intelligence (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course will help the student understand and apply the concept of Emotional Intelligence (EI). Pertinent research will be reviewed to demonstrate the effectiveness of EI in various settings. Additionally, the student will understand their EI profile and develop a plan to improve their EI strengths.

SPCH-1311 Introduction to Speech Communication (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

SPCH-1321 Professional Communications (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

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SCHOOL OF NURSING

VOCATIONAL NURSING (CERTIFICATE)

The Hallmark University Vocational Nursing (VN) certificate program aims to prepare vocational nurses to practice within established ethical, legal, and professional standards. Aligned with the university's mission, the program, completed in 12 months of full-time study (1,359 hours), equips entry-level graduates with skills to deliver nursing care within their scope of learning under supervision. Graduates employ a systematic problem-solving approach, providing individualized, goal-directed care to multiple patients while collaborating with interdisciplinary teams and families. Technical skills, computer use, experiential learning and equipment integration are emphasized and enhanced through simulation laboratories and hybrid learning modalities.

While no pre-requisite courses are required, general education courses within the VN curriculum are approved university-level courses. Nursing education fosters skills necessary for entry into a rapidly changing, technologically advanced profession, serving as a foundation for lifelong learning and personal/professional growth.

Upon program completion, the student's affidavit of graduation is submitted to the Texas Board of Nursing (TBON). The TBON utilizes this affidavit to approve eligibility for NCLEX-PN testing in Texas, leading to licensure for successful students in the state.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
Core Courses				
48	MDCA-1409	Anatomy & Physiology	4	64
	MDCA-1313	Medical Terminology	3	64
	VN-107	Vocational Nursing Fundamentals	7	235
	HPRS-1402	Fundamentals of Pharmacology	4	68
	VN-116	Medical-Surgical I	6	195
	VN-123	Mental Health Concepts	3	88
	VN-126	Medical-Surgical II	6	195
	VN-134	Maternal-Newborn	4	128
	VN-144	Pediatrics	4	128
	VN-154	Leadership & Transition	4	130
	VN-163	Capstone/NCLEX Prep	3	48

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BACHELOR OF SCIENCE NURSING

The Hallmark University BSN program is designed to educate and develop graduate nurses who are prepared to practice within established legal, ethical, and professional standards. Graduates acquire the skills needed to provide direct nursing care or coordinate care for a limited number of patients in various healthcare settings, considering both predictable and unpredictable healthcare needs of individuals and families.

Aligned with the university's mission of providing effective, innovative, and leading-edge educational opportunities, the School of Nursing's curriculum design incorporates simulation laboratories and hybrid learning modalities. These emphasize case study analysis, critical thinking, and problem-based learning, supported by virtual labs and simulations.

Hallmark University offers an exceptional educational experience, attracting students seeking an efficient year-round degree plan in a supportive learning environment with small classes, open access to tutoring, and counseling by faculty. The BSN program spans 32 months of full-time study with 120 total credit hours. General education prerequisite courses take one-and-a-half semesters, followed by six and one-half semesters of degree-specific courses. The program's linear progression requires successful completion of each semester as a prerequisite for the next, with a minimum grade of "C" in all courses.

The curriculum integrates didactic, laboratory, and patient care clinical experiences eac' semester, emphasizing the practical application of nursing knowledge and skills acquisition. The BSN degree consists of 120 semester credit hours and is completed in 144 weeks.

Regarding professional licensure, successful graduates submit an affidavit of graduation to the Texas Board of Nursing (TBON). TBON approves eligibility for NCLEX-RN testing in Texas, granting registered nurse professional licensure. This licensure extends to states participating in the Nursing Licensure Compact (NLC). Students interested in testing or practicing in non-NLC states should contact the respective state's Board of Nursing. Discussions with the Dean of the School of Nursing prior to enrollment are recommended for clarity on this process.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		Prerequisite General Education Courses		
33	BIOL-2401	Anatomy and Physiology I	4	80
	BIOL-2402	Anatomy and Physiology II	4	80
	BIOL-2420	Microbiology	4	80
	ENGL-1301	Composition I	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	MATH-1342	Introduction to Probability & Statistics	3	48
	PSYC-2316	Psychology of Emotional Intelligence	3	48
	PSYC-2314	Lifespan Growth and Development	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
		Core Courses		
87	HPRS-1220	Pharmacology I	2	32
	HPRS-1240	Pharmacology II	2	32
	HPRS-1337	Human Health Assessment	3	64
	HPRS-2230	Pathophysiology I	2	32
	HPRS-2250	Pathophysiology II	2	32
	HPRS-2335	Cultural Health	3	48
	HPRS-3335	Health Promotion and Nutrition	3	48
	HPRS-3355	Healthcare Informatics	3	48
	HPRS-4350	Leadership for Health Professions	3	48
	BSN-1505	Fundamentals of Nursing I	5	96
	BSN-2510	Fundamentals of Nursing 2 Clinical	5	112
	BSN-2530	Obstetrics Nursing Clinical	5	112
	BSN-2820	Medical Surgical Nursing 1 Clinical	8	192
	BSN-3355	Nursing Research and Evidence Based Practice	3	48
	BSN-3510	Pediatrics Nursing Clinical	5	112
	BSN-3530	Mental Health Nursing Clinical	5	112
	BSN-3540	Community Health Nursing Clinical	5	112
	BSN-3820	Medical Surgical Nursing 2 Clinical	8	192
	BSN-4525	Advanced Medical-Surgical Nursing 3 Clinical	5	112
	BSN-4545	Capstone I – Transition to Practice	5	112
	BSN-4555	Capstone II – Entry to Practice	5	128

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MASTER OF SCIENCE NURSING

The Master of Science in Nursing program is strategically designed to provide graduate students with a robust educational experience, deepening knowledge, management training, and fostering professional leadership traits in nursing. The emphasis on self-development and self-sufficiency equips students with competencies to align personal values and leadership philosophy, maintaining a strong motivation to enhance both cognitive and skill-based capabilities.

Aligned with the mission to change lives, the program aims to prepare graduates for rewarding career opportunities in the health care industry. The curriculum not only ensures a comprehensive understanding of essential MS in Nursing concepts but also empowers students with the skills to contribute to the University's mission and goals. Through coursework, program benchmarks, and close collaboration with faculty, graduates are poised to live the mission, positively impacting their individual lives and the lives of others.

The Master of Science in Nursing program comprises 36 semester credit hours and spans a duration of 45 weeks.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		Core Courses		
36	MSN-5300	Nursing Theories and Application	3	45
	MSN-5305	Health Care Law, Policy, and Ethics	3	45
	MSN-5310	Financial, Technology, and Economy of Healthcare	3	45
	MSN-5315	Advanced Nursing Research and Evidence-Based Practice	3	45
	MSN-5320	Roles of Advanced Nursing Practice	3	45
	MSN-5325	Interprofessional Communications and Collaboration in Healthcare	3	45
	MSN-5330	Advanced Leadership, Quality, and Safety in Nursing Practice	3	45
	MSN-5335	Public Health and Epidemiology for Advanced Nursing	3	45
	MSN-5340	Curriculum Development and Evaluation	3	45
	MSN-5345	Nursing Education Monitoring and Assessment	3	45
	MSN-5350	Nursing Education Practicum	3	60
	MSN-5360	Capstone & Teaching Project	3	72

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SCHOOL OF NURSING COURSE DESCRIPTIONS

BSN-1505 Fundamentals of Nursing I (5 credits)
Hours: 96 Lecture: 64 Laboratory: 32
This course is an introduction to the role of the professional nurse as a provider of patient-centered care, a patient safety advocate, a member of the healthcare team, and a member of the profession. Students are introduced to fundamental concepts of nursing practice, history of the profession, systematic decision-making, and critical thinking. The nursing process is used to inform care management of patients and families. Emphasis is placed on the nursing knowledge base, judgment, skills, professional values, and character within a legal/ethical framework. **Prerequisite: Grade of "C" or better in HPRS1220, HPRS1337, and HUMA1347, Concurrent registration with HPRS1240 and HPRS2230.**

BSN-2510 Fundamentals of Nursing 2 with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course is a continuation of the Foundation of Nursing. Students will learn and apply basic nursing knowledge and skills, including dependent, independent, and interdependent functions of the nurse. Students will explore the Quality and Safety for Nurses (QSEN) initiative and concepts of patient-centered care, teamwork, collaboration, evidence-based practice, safety, quality improvement, and informatics. The nursing process is applied to identifying, meeting, and evaluating patient needs in the classroom and clinical settings. **Prerequisite: Grade of "C" or better in BSN1505, HPRS1240 and HPRS2230, Concurrent registration with HPRS2250**

BSN-2530 Obstetrics Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course provides learning experiences in the exploration of nursing care of 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 examined. Students will learn to identify, describe, and practice health promotion and disease prevention of childbearing and childrearing families in the classroom and clinical settings. **Prerequisite: Grade of "C" or better in BSN3820, Concurrent registration with HPRS3335**

BSN-2820 Medical-Surgical Nursing I with Clinical (8 credits)
Hours: 192 Lecture: 64 Laboratory: 128
This course applies evidence-based practice and nursing knowledge to medical-surgical patient care. The nursing process and physiological and pathological concepts are used to address complex and multi-system health needs of adults and the elderly who are experiencing selected complex health alterations. The course will include direct patient care, clinical simulation, use of realist patient scenarios, and critical thinking activities. **Prerequisite: Grade of "C" or better in BSN2510 and HPRS2250**

BSN-3355 Nursing Research and Evidence-Based Practice (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 promote currency and to advance nursing practice. Critical thinking and writing skills are used to help the student develop competencies as a consumer of research and promoter of best practices within the inter-professional team. **Prerequisite: Grade of "C" or better in BSN4525 and HPRS3355, Concurrent registration with HPRS4350**

BSN-3510 Pediatrics Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course provides both didactic and clinical experiences in the nursing management of infants, children, and adolescents with acute, chronic, and life-threatening conditions. Utilizing the concepts of family-centered care, teamwork, collaboration, patient safety, quality improvement, and informatics, the student applies an evidence-based approach to patient and family care. **Prerequisite: Grade of "C" or better in BSN2530 and HPRS 3335, Concurrent registration with MATH1342**

BSN-3530 Mental Health Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course focuses on the study of alterations in mental and behavioral patterns. Principles and concepts of mental health, psychopathy, and treatment modalities related to the nursing care of patients and their families are taught and applied in the classroom and clinical settings. Students will obtain basic knowledge and skills needed to work with patients and families across the lifespan, to promote well-being and/or address problems with psychological, social, and spiritual harmony. **Prerequisite: Grade of "C" or better in BSN2820, Concurrent registration with HPRS2335**

BSN-3540 Community Health Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course uses the nursing process to address health promotion, illness prevention, and disease management of individuals, families, and groups within populations 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 impact of political, economic, social, environmental, and cultural concerns on the health of populations is examined. **Prerequisite: Grade of "C" or better in BSN3530 and HPRS2335, Concurrent registration with PSYC2314**

BSN-3820 Medical-Surgical Nursing 2 with Clinical (8 credits)
Hours: 192 Lecture: 64 Laboratory: 128
This course is a continuation of Medical-Surgical Nursing and focuses on theoretical, physiological, and pathological concepts used to address complex and multi-system health needs of adults who are experiencing select complex health alterations. 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 BSN3540 and PSYC2314**

BSN-4525 Advanced Medical-Surgical Nursing 3 with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course builds on the foundation of nursing practice learned as students care for adults across the lifespan and spectrum of health, illness, and recovery. Geriatric patient care is addressed considering subtle presentation of disease, early recognition of geriatric syndromes, functional assessment, disability prevention and care, and quality of life. The course also explores in both the classroom and clinical setting advanced nursing care of critically ill and emergent care patients. **Prerequisite: Grade of "C" or better in BSN3510 and MATH1342, Concurrent registration with HPRS3355**

BSN-4545 Capstone I Transition to Practice (5 credits)
Hours: 112 Lecture: 48 Laboratory: 64
This course is focused on student preparation for professional practice. Students will use the nursing process and prior learning in clinical prioritization, management of care, assignment making, delegation, and supervision of care in the clinical setting and through various cases and scenarios. Students will advance their learning with application of knowledge and skills in interprofessional collaboration and ethical practice while working within the nursing scope of practice. The licensure examination (NCLEX-RN) preparation begins in this course as students identify personal areas of strength and areas of vulnerability. **Prerequisite: Grade of "C" or better in BSN3355 and HPRS4350**

BSN-4555 Capstone II Entry to Practice (5 credits)
Hours: 128 Lecture: 32 Laboratory: 96
This course builds on all the previous learning related to comprehensive and effective nursing care for patients, families, groups, and communities. Promotion and integration of all learning outcomes will be thoroughly explored. Students engage in self-directed and supervised study to enhance their nursing skills, knowledge, and character based on assessed areas of strength and areas of vulnerability. Students integrate principles of advocacy, collaboration, coordination, and evidence-based care to meet the complex needs of patients during clinical experiences. Licensure examination (NCLEX-RN) preparation and RN role appreciation are addressed with self-directed content review and testing and career planning activities. **Prerequisite: Grade of "C" or better in BSN4535**

HPRS-1220 Pharmacology I (2 credits)

Hours: 32 Lecture: 32 Laboratory: 0

This course introduces pharmacology for students entering health professions programs. An overview of pharmacology includes its' applications to the physiological, psycho/social, cultural, and spiritual needs of patients. Students explore indications, modes of action, effects, contraindications, and interactions for selected drugs. Specific responsibilities related to drug administration are emphasized. **Prerequisite: Admission to the BSN Program, Concurrent registration with HPRS 1337 and HUMA1347**

HPRS-1240 Pharmacology II (2 credits)

Hours: 32 Lecture: 32 Laboratory: 0

This course is a continuation of pharmacology for students entering health professions programs. The focus is on drug therapy used for health promotion and altered states of function. Application of the nursing process to pharmacological mechanisms, critical drug therapy, and patient education will be explored. **Prerequisite: Grade of "C" or better in HPRS1220, HPRS1337, and HUMA1347, Concurrent registration with BSN1505 and HPRS2230**

HPRS-1337 Human Health Assessment (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

This course provides students with the knowledge and skills necessary to perform a comprehensive health assessment. The skills of history taking, interviewing, communication, physical, and psychosocial assessment with differentiation between normal and abnormal findings are addressed. **Prerequisite: Admission to the BSN Program, Concurrent registration with HPRS 1220 and HUMA1347**

HPRS-1402 Fundamentals of Pharmacology (4 credits)

Hours: 68 Lecture: 68 Laboratory: 0

This course is designed to provide a clear, concise introduction to pharmacology for students entering health care professions programs. The course provides students with an overview of pharmacology with an emphasis on its applications within the context of the physiological, psychosocial, cultural, and spiritual needs of the individual. 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 VNSG 1711, Concurrent registration with VNSG 1610**

HPRS-2230 Pathophysiology I (2 credits)

Hours: 32 Lecture: 32 Laboratory: 0

This course is part 1 of a 2-part pathophysiology course for students entering health professions programs. Students will participate in an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in

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deviation from homeostasis. **Prerequisite: Grade of "C" or better in HPRS1220, HPRS1337, and HUMA1347, Concurrent registration with BSN1505 and HPRS1240**

HPRS-2250 Pathophysiology II (2 credits)
Hours: 32 Lecture: 32 Laboratory: 0
This course is a continuation of pathophysiology for students entering health professions programs. Upon completion, students will have explored common diseases – their etiology, physical signs and symptoms, prognoses, complications, and basic disease management. **Prerequisite: Grade of "C" or better in BSN1505, HPRS1240 and HPRS2230, Concurrent registration with BSN2510**

HPRS-2335 Cultural Health (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course teaches students differences in cultural beliefs about health, wellness, and illness. Models for cross cultural health and communication are explored. Students will learn effective ways to implement and evaluate health promotion activities and programs across cultures. **Prerequisite: Grade of "C" or better in BSN2820, Concurrent registration with BSN3530**

HPRS-3335 Health Promotion and Nutrition (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course teaches students the knowledge, skills, tools, and evidence-based approaches to promote health and prevent disease. The course explores nutritional concepts and presents the learner with an application of these important topics to patients, families, groups, and communities. **Prerequisite: Grade of "C" or better in BSN3820, Concurrent registration with BSN2530**

HPRS-3355 – Healthcare Informatics (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course exposes students to foundational principles of informatics and integration of informatics into practice. The course explores how informatics supports healthcare practices, education, administration, and research. Bioinformatics, transitional technologies, social media, and mobile health concepts and practices are addressed. **Prerequisite: Grade of "C" or better in BSN3510 and MATH1342, Concurrent registration with BSN4525**

HPRS-4350 – Leadership for Health Professions (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course examines leadership theory and best practices in nursing and health care leadership. Application of theoretical concepts, such as organizational culture, cultural competency, ethical frameworks, moral practices, and character are explored. **Prerequisite: Grade of "C" or better in BSN4525 and HPRS3335, Concurrent registration with BSN3355**

MDCA-1313 Medical Terminology (3 credits)
Hours: 64 Lecture: 64 Laboratory: 0

A study and practical application of a medical vocabulary system. The student will define terms and abbreviations which apply to the structural organization of the body; analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling, and definition of medical terms; and correctly interpret the contents of a written patient medical scenario. **Prerequisite**: **Acceptance into the program, Concurrent registration with BIOL 2401**

MDCA-1409 Anatomy & Physiology w/Lab (4 credits)
Hours: 64 Lecture: 32 Laboratory: 32

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

MSN-5300 Nursing Theories and Application (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MSN-5305 Health Care Law, Policy, and Ethics (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MSN-5310 Financial, Technology, and Economy of Healthcare (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Students will be introduced to 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 patients will be examined.

MSN-5315 Advanced Nursing Research and Evidence-Based Practice (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

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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.

MSN-5320 Roles of Advanced Nursing Practice (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 nurse practitioner are examined along with the legal and ethical implications of the advanced practice.

MSN-5325 Interprofessional Communications and Collaborations in Healthcare (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course explores communication and decision making in the interprofessional environment. It seeks to improve students' abilities to function in interprofessional 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.

MSN-5330 Advanced Leadership, Quality, and Safety in Nursing Practice (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course prepares students to assume responsibility and accountability for advanced practice roles. Also, the 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.

MSN-5335 Public Health and Epidemiology for Advanced Nursing (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

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MSN-5340 Curriculum Development and Evaluation (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 lesson plans, the design of evaluation instruments, and an explanation of how learning objectives & evaluation strategies affect the selection of content and materials.

MSN-5345 Nursing Education Monitoring and Assessment (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course explores the effective monitoring, development, and evaluation strategies of learners. Formulating reliable and valid tools for measuring learning outcomes.

MSN-5350 Nursing Education Practicum (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MSN-5360 Capstone & Teaching Project (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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's 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 programs.

VN-107 Vocational Nursing Fundamentals (7 credits)
Hours: 235 Lecture: 75 Laboratory: 40 Clinical: 120
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course introduces the role of the vocational nurse as a provider of patient centered care, patient safety advocate, member of the healthcare team, and member of the profession within a legal/ethical framework. The lab component of this course will include instruction and practice of all basic nursing skills. **Prerequisite**: **Grade of "C" or better in BIOL 2401, MDCA 1313**

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VN-116 Medical Surgical I (6 credits)

Hours: 195   Lecture: 75   Laboratory: 20   Clinical: 100

This course is designed to provide application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Builds upon the problem solving and interpersonal concepts introduced in the application of the nursing process and nursing technology in the care of the adult's potential and actual alterations in health-related to the regulation of body fluids, body systems including – urology, respiratory, cardiac, vascular, digestive, skin, and immune. The use of critical thinking to make problem-solving decisions about medical-surgical health care needs will be presented in reference to the normal growth and development for all clients. Clinical experiences will be in inpatient/outpatient settings, long-term care. **Prerequisite: Grade of "C" or better in VN 107, Concurrent registration with HPRS 1402**

VN-123 Mental Health Concepts (3 credits)

Hours: 88   Lecture: 48   Laboratory: 20   Clinical: 20

This course introduces nursing concepts related to psychiatric/mental health. The unique needs of clients with mental health issues are explored. Building on the foundation of previous nursing courses and the nursing process, the student will examine client responses to stressors across the life span. Tasks of biological-behavioral concepts in psychiatric nursing care and cultural impacts will be addressed. Cultural and spiritual aspects of client care as well as loss, grief, and the dying client are included. For Mental Health, students will participate in community and outpatient settings as well as utilizing the "Shadow Health" simulations available at the school. **Prerequisite**: **Grade of "C" or better in HPRS 1402, VN 116, Concurrent registration with VN 126**

VN-126 Medical Surgical II (6 credits)

Hours: 195   Lecture: 75   Laboratory: 20   Clinical: 100

This course is a continuation of medical-surgical information to the vocational nursing student on advanced principles and skills related to patients and their conditions. Integrated throughout the course are concepts related to illness prevalent in the geriatric population as well as therapeutic regimens while incorporating pharmacology, communication, critical thinking, and client teaching. Systems presented -Neurologic, endocrine, hematologic, immune, and skin will be presented as well as special problems of the geriatric population, disasters, trauma, and first aid. Clinical experiences will be in inpatient/outpatient facilities, long-term care, and home care. **Prerequisite**: **Grade of "C" or better in HPRS 1402, VN 116, Concurrent registration with VN 123**

VN-134 Maternal-Newborn (4 credits)

Hours: 128   Lecture: 48   Laboratory: 20   Clinical: 60

This course builds on the concepts of previous nursing courses with an emphasis on utilizing the nursing process in dealing with maternity and other women's health issues. Students will

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explore the concepts of health promotion, disease prevention, and alterations in health-related to women. They will learn about the LVN role in patient centered care in a variety of culturally diverse settings to include all areas of women's health and maternity. This course will provide the vocational nursing student with experiences to practice fundamental principles and skills necessary to provide care for maternity patients and newborns. Clinical experiences will be inpatient, outpatient as well as the use of Simulation with High Fidelity mannequins (Victoria/Noelle) to provide observation and providing care during labor, delivery, and post-partum including complications that may arise during all stages. Infant mannequins are available for use in simulation for neonatal care. **Prerequisite: Grade of "C" or better in VN 126, VN 123, Concurrent registration with VN 144**

VN-144 Pediatrics (4 credits)
Hours: 128 Lecture: 48 Laboratory: 20 Clinical: 60
This course builds on the concepts of previous nursing courses with an emphasis on utilizing the nursing process in dealing with children of all ages and stages of development. Emphasis is on whole-person care of the child and the family. This will include health promotion, growth and development, common illnesses, and disorders during childhood, and caring for the ill child and those with special needs. This course involves the application of specialized occupation theory, skill, and concepts to the care of pediatric patients experiencing medical-surgical conditions in the health-illness continuum. Clinical experience will be in both inpatient and outpatient settings including home care. **Prerequisite: Grade of "C" or better in VN 126, VN 123, Concurrent registration with VN 134**

VN-154 Leadership & Transition (4 credits)
Hours: 130 Lecture: 50 Clinical: 80
This course will show the vocational nurse accountability for the ethical, legal, and professional dimensions of the practice of nursing. Learning experiences will prepare the student to become aware of the personal, ethical, and legal parameters of the nursing profession, incorporating moral concepts and respect of diverse values and beliefs. Techniques on how to identify and communicate ethical dilemmas and the responsibility to be assertive will be studied. Students will learn how to become effective leaders. Principles of research and discovery learning will be presented to assist the student in the delivery of client care. The students will also be assisted in making immediate and future decisions concerning job choices and educational growth by compiling resumes, evaluating job offers and outlining information essential to finding, applying, and terminating a job. This clinical experience will be in various healthcare agencies that utilize LVNs and will focus on the management of multiple patients, delegating to and supervising unlicensed staff, working with the healthcare team, critical thinking, and transitioning into the workplace. **Prerequisite**: **Grade of "C" or better in VN 134, VN 144, Concurrent registration with VN 163**

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VN-163 Capstone/NCLEX Prep (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course is designed for the vocational nursing student preparing to take the NCLEX-PN. The focus is on reviewing nursing knowledge and NCLEX test-taking strategies. Content includes a review of the following: body systems in health and disease; health promotion and maintenance from infancy through adulthood, pharmacology, strategies which promote a safe and effective nursing care environment and maintaining psychosocial integrity. **Prerequisite: Grade of "C" or better in VN 134, VN 144, Concurrent registration with VN 154**

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SCHOOL OF BUSINESS

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BACHELOR OF SCIENCE BUSINESS MANAGEMENT

The objective of the Bachelor of Science in Business Management program is to cultivate graduates with a holistic understanding of diverse business areas and their correlation to organizational goals and productivity. Upon graduation, students are equipped to pursue professional-level careers in domestic or global business. As part of the program, students join the Hallmark Consulting Group (HCG), engaging in real-world scenarios that instill discipline in business.

The program is structured around three main areas:

1. **Gain Experience:** Immersion in an innovative curriculum to gain practical experience.

2. **Become a Leader:** Develop a leadership lens to identify, analyze, and solve complex business problems.

3. **Develop Character:** Cultivate the character necessary to become a dependable leader.

Throughout the program, students' progress through different positions, initially starting as trainees and then applying for promotions to expand their knowledge and business acumen. Modules focus on team building, data analysis, solution building, and strategic planning for the organization's future state.

The program places a strong emphasis on leadership rooted in character, nurturing the growth of skills, knowledge and ethical development. . Students must choose a concentration consisting of 18 credit hours in Healthcare Management, Marketing or Leadership. The program spans a minimum of 120 semester credit hours, 1968 contact hours, and 126 weeks through day, evening, and online classes.

Healthcare Management Concentration: Prepares students for managerial roles in diverse healthcare settings, integrating health and business backgrounds.

Marketing Concentration: Offers a comprehensive approach to marketing, covering digital products, pricing, online distribution, social media, analytics, and digital communication.

Leadership Concentration: Provides students with essential leadership skills and knowledge to effectively lead organizations with an enterprise perspective.

Degree Required Courses for Bachelor of Science Business Management				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
36	ECON-2301	Principles of Macroeconomics	3	48
	ECON-2302	Principles of Microeconomics	3	48
	GOVT-2304	Introduction to Political Science	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	PSYC-2316	Psychology of Emotional Intelligence	3	48
	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	MATH-1314	College Algebra	3	48
	MATH-1324	Finite Mathematics	3	48
	BIOL-1322	Nutrition and Wellness	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
Core Courses				
66	ACCT-2301	Principles of Accounting I	3	48
	ACCT-2302	Principles of Accounting II	3	48
	BCIS-1305	Business Computer Applications	3	64
	BCIS-4370	E-Business Strategy, Architecture and Design	3	48
	BUSI-1301	Introduction to Management	3	64
	BUSI-2330	Business Statistics I	3	48
	BUSI-3301	Business Law	3	48
	BUSI-3365	Business Intelligence and Analytics	3	64
	FINA-3301	Corporate Finance	3	48
	MRKG-3305	Principles of Marketing	3	48
	MRKG-3330	Professional Sales	3	48
	MGMT-3315	Organizational Behavior	3	48
	MGMT-3317	Management Information Systems	3	48
	MGMT-3325	Leadership Development	3	48
	MGMT-3330	Project Management	3	48
	MGMT-3335	Operations Management	3	48
	MGMT-4330	Advanced Project Management	3	48
	MGMT-4335	Human Resource Management	3	48
	MGMT-4341	Change Process Management	3	48
	MGMT-4365	Strategic Management	3	48
	MGMT-4390	Capstone I	3	48
	MGMT-4391	Capstone II	3	48
*Students will select one of the following areas of concentrations to complete the 18 hours of upper-level business courses to complete their program.				

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Area of Concentration Specific Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
Healthcare Management Concentration 18	HCM-4301	Orientation to Clinical Protocols	3	48
	HCM-4302	Health Facility Operations	3	48
	HCM-5303	Advanced Healthcare Informatics	3	48
	HCM-5305	Advanced Healthcare Negotiations and Policy Issues	3	48
	HCM-5307	Advanced Legal and Ethical Aspects of Health Administration	3	48
	HCM-5345	Advanced Healthcare Reimbursement	3	48
Marketing Concentration 18	MKT-5330	Marketing Management, Legal & Ethical Issues	3	48
	MKT-5331	Marketing Research Methods	3	48
	MKT-5332	Digital Marketing	3	48
	MKT-5333	International Marketing Management	3	48
	MRKG-4320	Consumer Behavior	3	48
	MRKG-4340	Public Relations	3	48
Leadership Concentration 18	MGT-5335	Problem-Solving and Decision Making	3	48
	MRKG-4320	Consumer Behavior	3	48
	MRKG-4340	Public Relations	3	48
	OML-5332	Creating and Leading Effective Teams	3	48
	OML-5336	Business Social and Anthropological Foundations	3	48
	OML-5337	Leadership Development and Coaching	3	48

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BACHELOR OF SCIENCE AVIATION MAINTENANCE MANAGEMENT

The completion program for the Bachelor of Science in Aviation Maintenance Management is crafted to educate students in the management discipline within the aviation maintenance industry. Tailored coursework focuses on enhancing business and administrative skills while providing insights and knowledge specific to aviation maintenance management. Graduates of this program will be well-equipped to embark on a career as an entry-level manager in aviation maintenance, assuming leadership roles in their respective fields.

To pursue this completion degree, students must hold FAA Airframe and Powerplant (A&P) certifications and have successfully completed an accredited associate degree or a higher-level degree, along with the other program specific requirements. Upon completion of the program, students will be ready to pursue entry-level management positions such as Aircraft Maintenance Analyst, Maintenance Supervisor, Maintenance Planner, Aircraft Records Analyst, Aviation General Manager, and Aviation Support Specialist.

The Bachelor of Science in Aviation Maintenance Management completion degree comprises 60 semester credit hours and spans a duration of 90 weeks for the online program.
Program Outcomes:

- Communicate effectively, both in writing and verbally, about aviation maintenance concepts and processes, using technical terms for professional and administrative audiences.
- Apply appropriate technical and problem-solving skills within a work context.
- Work effectively as a team member and independently, demonstrating dependability.
- Exhibit self-initiative, particularly in learning and seeking new knowledge within the ever-changing field.
- Research and acquire data, showcasing the ability to interpret and apply technical information for ensuring continued airworthiness.
- Operate ethically by integrating FAA regulations, company rules, policies, and individual decision-making.
- Demonstrate safe work habits that reflect concern for self, others, and the continued airworthiness of aircraft.
- Develop the skills and experience necessary for employment, including the creation of documents and skills essential for the job search.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
15	MATH-1324	Finite Mathematics	3	48
	ENGL-1302	Composition II	3	48
	ECON-2301	Principles of Macroeconomics	3	48
	ECON-2302	Principles of Microeconomics	3	48
	GOVT-2304	Introduction to Political Science	3	48
Core Courses				
33	ACCT-2301	Principles of Accounting I	3	48
	ACCT-2302	Principles of Accounting II	3	48
	BUSI-3301	Business Law	3	48
	BUSI-3365	Business Intelligence and Analytics	3	64
	FINA-3301	Corporate Finance	3	48
	MGMT-3315	Organizational Behavior	3	48
	MGMT-3325	Leadership Development	3	48
	MGMT-3330	Project Management	3	48
	MGMT-3335	Operations Management	3	48
	MGMT-4330	Advanced Project Management	3	48
	MGMT-4335	Human Resource Management	3	48
Area of Concentration Specific Courses				
12	AVM-5309	Aviation Safety Management	3	48
	AVM-5311	Aviation Operations and Compliance	3	48
	AVM-5319	Aircraft Maintenance	3	48
	AVM-5325	Global Aviation Maintenance	3	48

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MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) program equips graduates to synthesize functional business knowledge, assess job markets, and apply Hallmark's Character Traits. Graduates comprehend international and cross-cultural factors influencing global commerce, gaining practical experience in leading cross-functional teams, evaluating marketplace changes, and presenting alternative courses of action in the context of global automation, robotics, and emerging AI.

The MBA program comprises 36 semester credit hours and 576 contact hours, excluding Orientation and the Research Thesis or Presentation. Students must choose 12 credit hours of upper-level business courses. Concentration options include Healthcare Management, Cyber Risk Management, Aviation Management, Marketing, or Leadership. The online program spans 52 weeks, with two courses completed per academic term.

- **Healthcare Management Concentration:** Prepares students for management roles in diverse healthcare settings, focusing on revenue and risk management, human resources, clinical performance reporting, and patient clinical education and practice marketing.
- **Cyber Risk Management Concentration:** Prepares students to improve the readiness and training of human talent by addressing behaviors prone to risk in IT, with a focus on obtaining cybersecurity certifications.
- **Leadership Concentration:** Provides essential leadership skills for effective organizational leadership, including problem-solving, decision-making, leadership development, coaching, and team leadership.
- **Aviation Management Concentration:** Prepares students for management roles in executive aviation, enhancing leadership capacity within the business environment.
- **Marketing Concentration:** Emphasizes strategic resource management, evidence-based decision-making, entrepreneurial opportunities, and leadership in executive marketing roles. Promotes teamwork, critical thinking, and marketing management skills.

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Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		Core Courses		
24	MGT-5334	Ethics, Integrity, and Social Responsibility	3	48
	OML-6340	Research Analysis	3	48
	MGT-5336	Strategic Cost Management	3	48
	OML-5333	Multinational Commerce and Corporations	3	48
	BUS-5332	Marketing Management	3	48
	OML-5334	Leading Teams in the 4th Industrial Revolution	3	48
	OML-5345	Effective Business Communications	3	48
	PGT-6360	Project Capstone	3	48
		Area of Concentration Specific Courses		
Healthcare Management Concentration 12	HCM-5303	Advanced Healthcare Informatics	3	48
	HCM-5305	Advanced Healthcare Negotiations and Policy	3	48
	HCM-5307	Advanced Legal & Ethical Aspects of Healthcare Administration	3	48
	HCM-5345	Advanced Healthcare Reimbursement	3	48
		Or		
Cyber Risk Management Concentration 12	ITS-5331	Emerging Technologies	3	48
	CYS-5331	Cyberlaw, Regulations, and Compliance	3	48
	CYS-5332	Cyber Risk Management	3	48
	CYS-5333	Security Policies & Standards, Best Practices	3	48
		Or		
Leadership Concentration 12	MGT-5335	Problem-Solving and Decision Making	3	48
	OML-5332	Creating and Leading Effective Teams	3	48
	OML-5336	Business Social and Anthropological Foundations	3	48
	OML-5337	Leadership Development and Coaching	3	48
		Or		
Aviation Management Concentration 12	AVM-5309	Aviation Safety Management	3	48
	AVM-5311	Aviation Operations and Compliance	3	48
	AVM-5319	Aircraft Maintenance	3	48
	AVM-5325	Global Aviation Maintenance	3	48
		Or		
Marketing Concentration 12	MKT-5330	Marketing Management, Legal, and Ethical Issues	3	48
	MKT-5331	Marketing Research Methods	3	48
	MKT-5332	Digital Marketing Foundations	3	48
	MKT-5333	International Marketing Management	3	48

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SCHOOL OF BUSINESS COURSE DESCRIPTIONS

ACCT-2301 Principles of Accounting I (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

ACCT-2302 Principles of Accounting II (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 a statement of cash flows, budgets, variance analysis, and other managerial decisions.
Prerequisite: ACCT2301

AVM-5309 Aviation Safety Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course focuses on the skills and knowledge required to plan and manage an aviation safety program. An introduction to risk management, regulatory requirements, and the elements of a safety management system are studied.

AVM-5311 Airlines Operations/Compliance (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

AVM-5319 Aircraft Maintenance (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course focuses on the evaluation of aircraft carriers and aircraft maintenance to include the structure, organization, and regulation in the industry. Maintenance, inspection, and reporting requirements will also be analyzed.

AVM-5325 Global Aviation Maintenance (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

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The course introduces the principles of leadership as they relate to Global Maintenance Organizations. Emphasis will be placed on leadership practices, the communication of organizational philosophy and strategy, and the nuances of aviation, from a global perspective.

BCIS-1305 Business Computer Applications (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course is designed to aid students in the development of introductory computer skills that are essential to student success in understanding the effect of computers on society and modern settings. Key focus areas for this course include understanding and utilizing Office 365, using email, word processing, spreadsheets, presentation graphics, and business-oriented utilization of internet resources.

BCIS-4370 E-Business, Strategy, Architecture and Design (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 the architecture and design of business-to-consumer solutions and Customer Relationship Management applications while maintaining security and defense of Business Processes in Cyber Space.

BUS-5332 Marketing Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course introduces students to basic concepts, practices, and analytical techniques of marketing at scale. Global marketing challenges are examined. Students will weigh and interpret consumer preference data from meta sources and targeted social media sampling of purchasing influencers and early adopters to propose options for senior management's consideration of recommendations. Students develop analytical skills, recognize, and adjust for bias by those surveyed and those interpreting data, and improve their team innovation talents through the examination of a series of retail marketing scenarios to develop actionable marketing recommendations. The character traits of communication and dependability are essential to this study.

BUSI-1301 Introduction to Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
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 the 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 focuses 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, how to be successful within the mock organization, and how it will work for their success.

BUSI-2330 Business Statistics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course is designed to introduce students to basic statistical techniques utilized in business. Utilizing mathematical and statistical techniques in the analysis of business and managerial problems. The emphasis of Business Statistics 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.

BUSI-3301 Business Law (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course is a study of the laws affecting the operation of businesses. Legal analysis of the 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 considering social, ethical, political, economic, and global perspectives. Topics include commercial paper, credit transactions, security devices, and bankruptcy.

BUSI-3365 Business Intelligence and Analytics (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course introduces 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.

FINA-3301 Corporate Finance (3 credits)

 Hours: 48 Lecture: 48 Laboratory: 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**

HCM-4301 Orientation to Clinical Protocols (3 credits)

 Hours: 48 Lecture: 48 Laboratory: 0

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This course is designed to provide an overview of healthcare as an organization and how that system of relationships is delivered in the United States. Students will become familiar with strategic planning and risk management when addressing quality of care issues specific to the healthcare management environment by analyzing various organizational models including clinics, hospitals, and long-term care facilities.

HCM-4302 Health Facility Operations (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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, 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.

HCM-5303 Advanced Healthcare Informatics (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course provides the foundation for using health information management systems and health informatics to improve patient outcomes. The student will analyze the evolution of health care delivery systems, health information management, and health care informatics in the health care environment. Students will also examine the advantages, risks, and challenges of electronic health records and other technologies, including consumer health care informatics and patient engagement. This course will address the health care provider's role in working with technology in the healthcare delivery system.

HCM-5305 Advanced Healthcare Negotiations and Policy Issues (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course focuses on a core set of skills and knowledge application related to health care economics and population health outcomes. Advanced health care professionals require negotiation skills, systems thinking, and the economic insight to analyze health care delivery models and policy issues to improve population access to care and health outcomes. Topics include Negotiating in the health care industry; U.S. medical care systems; Using economics to study health issues; Health economics and policies; Analyzing medical care markets; Demand for health and medical care; Population health; and Gaps in health insurance.

HCM-5307 Advanced Legal and Ethical Aspects of Health Administration (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course is designed to address the legal and ethical aspects of healthcare administration and management. The 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.

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HCM-5345 Advanced Healthcare Reimbursement (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course will help students apply critical thinking to healthcare reimbursement and revenue cycle principles in leadership roles. Topics include foundations of healthcare reimbursement, multidisciplinary and team-based reimbursement methodologies and payment systems, revenue cycle processes, management, analyses, data integrity, and documentation. In addition, students will summarize reimbursement policies and procedures, create a revenue compliance audit plan, and evaluate revenue cycle analyses using case studies.

MGMT-3315 Organizational Behavior (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
The purpose of this course is to introduce 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)
Hours: 48 Lecture: 48 Laboratory: 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 the 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).

MGMT-3325 Leadership Development (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course serves as foundational research into leadership with an 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 in becoming 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.

MGMT-3330 Project Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MGMT-3335 Operations Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course provides students with concepts, techniques, and tools to design, analyze, and improve the 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.

MGMT-4330 Advanced Project Management (CAPM) (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course continues where MGMT-3330 – Introduction to Project Management left off. The course will cover more advanced project management principles and practices used by an associate-level project manager as outlined in the CAPM Examination Content Outline (ECO). Students will have an opportunity to take the CAPM certification after successful completion of this course.

MGMT-4335 Human Resource Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 a wide range of activities by which organizations acquire, maintain, and utilize their workforces.

MGMT-4341 Change Process Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 cope with changing conditions requires innovation, creativity, and flexibility. This course

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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.

MGMT-4365 Strategic Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MGMT-4390 Capstone I (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

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.

MGMT-4391 Capstone II (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

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**

MGT-5334 Ethics, Integrity, and Social Responsibility (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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

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opportunities that build up corporate social responsibility. The character traits of integrity and dependability are essential to this study.

MGT-5335 Problem Solving and Decision Making (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MGT-5336 Strategic Cost Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
Cost management across the supply chain is integrated with strategic analysis to understand the role of financial and non-financial 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 balanced scorecard. The importance of ethical conduct is also covered.

MKT-5330 Marketing Management, Legal, and Ethical Issues (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course introduces marketing management techniques and the legal and ethical environments of marketing. Discussion covers planning, decision-making, marketing goals, and metrics. The emphasis is on achieving an organization's marketing objectives by creating value for individual consumers and organizational customers. Topics include consumer behavior, competitive strategies, marketing communications (e.g., advertising, digital marketing), marketing research, pricing, and distribution. Legal and ethical topics include consumer privacy, ethical responsibilities, fair advertising, free speech, global marketing, intellectual property, and regulatory issues.

MKT-5331 Marketing Research Methods (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course explores a systematic approach to obtaining, recording, analyzing, summarizing, and presenting research information to support marketing and business decisions. This course identifies marketing problems and opportunities and develops data-based approaches to generate, refine, and evaluate marketing actions. Additional emphasis includes consumer/customer analysis to create new products or services and refine current product

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offerings, distribution strategies, promotional campaigns, pricing strategies, and customer service efforts.

MKT-5332 Digital Marketing Foundations (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course explores how e-business transforms traditional marketing concepts and functions and examines the advantages and disadvantages of digital-age marketing. It focuses on how businesses capitalize on media convergence to increase or create their marketing presence. Products, services, and information-based marketing strategies are explored. Topics include search engine marketing, digital content marketing, mobile marketing, database marketing, brand development, marketing mix for the Internet, advertising, competition and pricing implications, consumer behavior and demographic changes, interactive strategies, intelligent information agents, consumer service, implementation, fulfillment, distribution channels and measuring results.

MKT-5333 International Marketing Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course examines trends, factors, and forces that affect global marketing activities, such as institutions, culture, politics, law, and the environment. In this course, students study the fundamentals of marketing and marketing management, presented in the context of competitive global environments and diverse national economies. This course is designed to provide the background to make marketing decisions at the international level. This course introduces methods of adapting marketing efforts with consideration of product, price, promotion, and distribution decisions within the restraints of cultural, economic, and political environments.

MRKG-3305 Principles of Marketing (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 a business that starts with consumers and integrates marketing into every other corporate function.

MRKG-3330 Professional Sales (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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-word experiences into the classroom.

MRKG-4320 Digital Marketing (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course focuses primarily on social media marketing -the main component of digital marketing- and explores its importance and role in today's global marketing practices. The basics of marketing planning and strategies are covered in this course. From defining the ideal client to developing a simple, yet compelling marketing campaign, and from blogging to the creation of a professional web presence, students will navigate the process of business and of personal online brand creation and develop a plan for growth and sustainability. Learning the fundamentals of digital marketing, students will complete a self-paced certificate.

MRKG-4340 Public Relations (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
The course will explore the increasing emphasis on public relations, integrated social media strategies, and the need for marketing professionals and organizations to have end-to-end social media expertise. Students will learn how to use different tools to manage a company's reputation. Students will learn about different forms of media, social media policy development, social media planning, social media integration, and planning strategic communication to enhance organizational outcomes. Students will study monitoring and management practices on the most popular social and mobile media platforms. Students will also discover critical perspectives and gain insight into the history and direction of public relations. The course explores how various digital communication channels are used to analyze audiences and build brands.

OML-5332 Creating and Leading Effective Teams (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

OML-5333 Multinational Commerce and Corporations (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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

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examined related to corporate operations, product marketing, and personnel selection and training. Students develop preliminary strategies for ecommerce 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.

OML-5334 Leading Teams in the 4th Industrial Revolution (3 credits)
Hours: 48 Lecture: 48 Laboratory: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.

OML-5336 Business Social and Anthropological Foundations (3 credits)
Hours: 48 Lecture: 48 Laboratory: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.

OML-5337 Leadership Development and Coaching (3 credits)
Hours: 48 Lecture: 48 Laboratory: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.

OML-5345 Effective Business Communications (3 credits)
Hours: 48 Lecture: 48 Laboratory:0

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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 of this course is to improve student knowledge about and to develop basic skills in communicating persuasively, internally, and externally to an organization. The character traits of communication and service are essential to this study.

OML-6340 Research Analysis (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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.

PGT-6360 Project Capstone (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course will explore the role of creativity and proven methods for generating ideas to complete concentration specific projects. The course will focus on improving performance, accelerating learning, and developing superior skills needed now and in the future. Projects are designed to improve students' knowledge, address the challenge of timely and robust solutions, and provide a comprehensive application of the student's program and specialization.

The projects will challenge students to think critically while utilizing software to enhance fundamental skills. Additionally, projects will allow the students to apply relevant and real-world solutions.

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SCHOOL OF INFORMATION TECHNOLOGY

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ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

Built around IT industry certifications, the Associate of Applied Science in Information Technology readies students for successful careers in the IT field. The program operates under an academy partnership, providing curriculum, textbooks, learning objectives, and course objectives. While completing an IT industry certification is a program requirement, students are encouraged to achieve at least one major IT certification, often involving multiple industry-administered exams around the time of program graduation. This program offers an engaging blend of theory and application, with approximately 40% of the curriculum dedicated to hands-on activities. The Associate of Applied Science degree in Information Technology comprises 60 semester hours, 1184 contact hours, and spans 63 weeks for both day and evening sessions.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
18	ENGL-1301	Composition I	3	48
	GOVT-2304	Introduction to Political Science	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	MATH-1314	College Algebra	3	48
	MATH-1324	Finite Mathematics	3	48
Core Courses				
42	BCIS-1305	Business Computer Applications	3	64
	CIST-1310	Introduction to Computer Programming	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64
	CPMT-1352	Networking Essentials	3	64
	CPMT-2398	Introductory Certifications	3	64
	CPMT2399	Intermediate Certification	3	64
	CYSEC-2305	Introduction to Cyber Security	3	64
	ITCC-1315	Introduction to Network	3	64
	ITCC-2325	Switching, Routing and Wireless Essentials	3	64
	ITCC-2340	Enterprise Networking Security and Automation	3	64
	ITNW-2394	Advanced Linux for Security Professionals	3	64
	ITNW-1313	Computer Virtualization	3	64
	ITNW-1393	Introduction to the Linux Operating System	3	64
	ITSY-1300	Fundamentals of Information Security	3	64

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BACHELOR OF SCIENCE IN INFORMATION SYSTEM

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 the future development of quantitative and qualitative reasoning through Arts and Sciences coursework. Earning an IT industry certification is a requirement of the program. The curriculum will follow with a set of core information technology courses which prepare the student for the upper-level curriculum. The upper-level curriculum is designed to produce well-rounded IT Professionals by addressing ongoing innovation in technology and how to contribute to innovation while managing risk.

The Information Systems concentration consists of a minimum of 120 semester credit hours and a minimum of 2288 contact hours and is 126 weeks in length for the day and/or evening program.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		General Education Courses		
30	ECON-2302	Principles of Microeconomics	3	48
	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	GOVT-2304	Introduction to Political Science	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	MATH-1324	Finite Mathematics	3	48
	PSYC-2316	Psychology of Emotional Intelligence	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
		Core Courses		
90	BCIS-1305	Business Computer Applications	3	64
	BCIS-3306	Introduction to Network Management and Convergence	3	48
	BCIS-3350	Business System Analysis & Design	3	48
	BCIS-4355	Advanced Information Systems Management	3	48
	BCIS-4365	Database Management	3	48
	CCIS-3310	Introduction to Artificial Intelligence	3	64
	CIST-1310	Introduction to Computer Programming	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64
	CPMT-1352	Networking Essentials	3	64
	CPMT-2398	Introductory Certifications	3	64
	CPMT-2399	Intermediate Certification	3	64
	CPMT-4385	Advanced Certifications-Information Systems	3	64
	CYSEC-2305	Introduction to Cyber Security	3	64
	CYSEC-4302	Cryptography and Computer Security	3	64
	CYSEC-4303	Hacking and Countermeasures	3	64
	CYSEC-4321	Security and Risk Management	3	48
	ITCC-1315	Introduction to Network	3	64
	ITCC-2325	Switching, Routing and Wireless Essentials	3	64
	ITCC-2340	Enterprise Networking Security and Automation	3	64
	ITMT-1382	Client to Operating Systems	3	64
	ITMT-3314	Advanced Microsoft Systems Installation Storage and Compute	3	64
	ITMT-3316	Advanced Microsoft Systems Networking	3	64
	ITMT-3318	Advanced Microsoft Systems Identity	3	64
	ITMT-3380	Advanced Scripting	3	64
	ITNW-1313	Computer Virtualization	3	64
	ITNW-1393	Introduction to the Linux Operating System	3	64
	ITSY-1300	Fundamentals of Information Security	3	64

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	MGMT-3317	Management Information Systems	3	48
	MGMT-3330	Project Management	3	64
	MGMT-4330	Advanced Project Management	3	48

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BACHELOR OF SCIENCE IN CYBERSECURITY

The Bachelor of Science Degree in Cybersecurity is crafted to provide students with the essential skills to manage cybersecurity risks to systems, assets, data, and capabilities. The program instills the knowledge needed to develop and implement safeguards, ensuring the delivery of critical infrastructure services. Students learn to identify cybersecurity events, take prompt action, maintain resilience plans, and restore impaired capabilities or services resulting from such events.

In the first year, students focus on developing critical thinking, communication skills, and the foundational knowledge for future quantitative and qualitative reasoning through Arts and Sciences coursework. Earning an IT industry certification is a program requirement. The core information technology courses then prepare students for the upper-level curriculum designed to shape well-rounded cybersecurity professionals. This curriculum helps students navigate ongoing innovations in cybersecurity technologies, policies, and procedures, demonstrating how to contribute to innovation while effectively managing associated risks.

The Bachelor of Science in Cybersecurity Program comprises a minimum of 120 semester credit hours, 2352 contact hours, and spans 126 weeks for both day and evening programs.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		General Education Courses		
30	GOVT-2304	Introduction to Political Science	3	48
	ECON-2302	Principles of Microeconomics	3	48
	PSYC-2316	Psychology of Emotional Intelligence	3	48
	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	MATH-1324	Finite Mathematics	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
		Core Courses		
90	BCIS-1305	Business Computer Applications	3	64
	BCIS-3306	Introduction to Network Management and Convergence	3	48
	BCIS-4365	Database Management	3	48
	CIST-1310	Introduction to Computer Programming	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64
	CPMT-1352	Networking Essentials	3	64
	CPMT-2398	Introductory Certifications	3	64
	CPMT-2399	Intermediate Certification	3	64
	CPMT-4383	Advanced Certifications-Cyber Security	3	64
	CYSEC-2305	Introduction to Cyber Security	3	64
	CYSEC-3395	Intrusion Detection & Firewall System	3	64
	CYSEC-3398	Digital Forensics	3	64
	CYSEC-4302	Cryptography and Computer Security	3	64
	CYSEC-4303	Hacking and Countermeasures	3	64
	CYSEC-4321	Security and Risk Management	3	64
	CYSEC-4323	Security Engineering	3	64
	CYSEC-4324	Communications and Network Security	3	64
	CYSEC-4325	Identity and Access Management	3	64
	CYSEC-4326	Security Assessment and Testing	3	64
	ITCC-1315	Introduction to Network	3	64
	ITCC-2325	Switching, Routing and Wireless Essentials	3	64
	ITCC-2340	Enterprise Networking Security and Automation	3	64
	ITMT-1382	Client to Operating Systems	3	64
	ITMT-3314	Advanced Microsoft Systems Installation Storage and Compute	3	64
	ITMT-3316	Advanced Microsoft Systems Networking	3	64
	ITNW-1313	Computer Virtualization	3	64

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	ITNW-1393	Introduction to the Linux Operating System	3	64
	ITNW-2394	Advanced Linux for Security Professionals	3	64
	ITSY-1300	Fundamentals of Information Security	3	64
	MGMT-3330	Project Management	3	48

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BACHELOR OF SCIENCE IN CLOUD COMPUTING

The Bachelor of Science Degree in Cloud Computing is strategically structured to furnish students with a robust foundation and advanced understanding of core information technology/computer science areas relevant to cloud computing. Encompassing networking, security, architecture, and support, these core areas prepare students for entry-level and mid-level positions in various cloud computing domains, including SysOps, support, operations, architecture, and development. Additionally, this program helps students develop the knowledge and skills necessary for major professional certification exams in the field.

In the first year, students focus on developing critical thinking, communication skills, and the foundational knowledge for future quantitative and qualitative reasoning through Arts and Sciences coursework. The curriculum continues with core information technology and cloud courses, setting the stage for the upper-level curriculum in cloud computing. This advanced curriculum aims to cultivate well-rounded professionals in cloud computing and related cybersecurity issues Students will navigate ongoing innovations in cloud technologies, policies, and procedures, demonstrating their ability to contribute to innovation while effectively managing associated risks.

The Bachelor of Science in Cloud Computing Program comprises a minimum of 120 semester credit hours, 2352 contact hours, and spans 126 weeks for both day and evening programs.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
		General Education Courses		
30	GOVT-2304	Introduction to Political Science	3	48
	ECON-2302	Principles of Microeconomics	3	48
	PSYC-2316	Psychology of Emotional Intelligence	3	48
	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	MATH-1324	Finite Mathematics	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
		Core Courses		
90	BCIS-3306	Introduction to Network Management and Convergence	3	48
	BCIS-1305	Business Computer Applications	3	64
	BCIS-4365	Database Management	3	48
	CCIS-3310	Introduction to Artificial Intelligence	3	64
	CCIS-3320	Cloud Data Fundamentals	3	64
	CCIS-3325	Cloud Administration	3	64
	CCIS-3330	Microsoft Systems Collaboration	3	64
	CCIS-4310	Cloud Computing Architect	3	48
	CCIS-4320	Data Analytics and Business Intelligence	3	64
	CIST-1310	Introduction to Computer Programming	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64
	CPMT-1352	Networking Essentials	3	64
	CPMT-2398	Introductory Certifications	3	64
	CPMT-2399	Intermediate Certification	3	64
	CPMT-4387	Advanced Certifications-Cloud Computing	3	64
	CYSEC-2305	Introduction to Cyber Security	3	64
	CYSEC-4302	Cryptography and Computer Security	3	64
	CYSEC-4323	Security Engineering	3	64
	CYSEC-4325	Identity and Access Management	3	64
	ITCC-1315	Introduction to Network	3	64
	ITCC-2325	Switching, Routing and Wireless Essentials	3	64
	ITCC-2340	Enterprise Networking Security and Automation	3	64
	ITMT-1382	Client to Operating Systems	3	64
	ITMT-3314	Advanced Microsoft Systems Installation Storage and Compute	3	64
	ITMT-3316	Advanced Microsoft Systems Networking	3	64
	ITMT-3380	Advanced Scripting	3	64
	ITNW-1313	Computer Virtualization	3	64

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	ITNW-1393	Introduction to the Linux Operating System	3	64
	ITSY-1300	Fundamentals of Information Security	3	64
	MGMT-3330	Project Management	3	48

MASTER OF SCIENCE IN CYBERSECURITY

The Master of Science Degree in Cybersecurity (MSCS) is tailored for individuals occupying information assurance managerial roles or managing program-level responsibilities related to risk assessment, third-party services, technology asset acquisition or upgrades, data and storage integrity, and cybersecurity compliance. Graduates will have a comprehensive understanding of methodology to efficiently safeguard critical infrastructure throughout all phases of a cybersecurity event. Key focus areas include enhancing partner/user vigilance, continuous threat awareness, updating cyber standards and policies, and fostering cross-engagement among cybersecurity professionals across sectors and supply chains.

MSCS graduates are well-prepared to improve the preparation and training of human talent, mitigating behaviors prone to risk and addressing potential threat scenarios related to IT vulnerabilities. The program incorporates key topics and domains aligning with intermediate-level Cybersecurity certifications, enabling graduates to pursue relevant certifications confidently. The MSCS program comprises 36 semester credit hours and 576 contact hours, delivered through an online format spanning 52 weeks.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
Core Courses				
36	OML-6340	Research Analysis	3	48
	MGT-5334	Ethics, Integrity, and Social Responsibility	3	48
	ITS-5331	Emerging Technologies	3	48
	CYS-5331	Cyberlaw, Regulations, and Compliance	3	48
	CYS-5332	Cyber Risk Management	3	48
	CYS-5333	Security Policies and Standards Best Practices	3	48
	CYS-5334	Secure Network Design	3	48
	CYS-5335	Secure Software Design	3	48
	CYS-5336	Forensics and Network Intrusion	3	48
	CYS-5337	Supervisory Control and Data Acquisition	3	48
	CYS-5338	Advanced Cyber Defense Seminar	3	48
	CYS-6339	Cybersecurity Capstone Project	3	48

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SCHOOL OF INFORMATION TECHNOLOGY COURSE DESCRIPTIONS

BCIS-3306 Introduction to Network Management and Convergence (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

BCIS-3350 Business System Analysis & Design (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course focuses on the study of enterprise and application systems analysis in organizations. The skills, processes, technologies, applications, and practices used to define markets and support decision-making. Industry case studies are used to design prototypes and methodical procedures 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.

BCIS-4355 Advanced Information Systems Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
Course designed to develop skills required for ongoing planning, development, and management of Information Systems. Explores advances in Computer Telephony Integration/ Integrated Voice Response (CTI/IVR) Systems for Contact Center Applications. Emphasis is placed on maintaining a balance between technology tools and business operations and developing effective business strategies.

BCIS-4365 Database Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
An examination of the process of design, implementation, deployment, and management of Database Management Systems (DBMS). Use relational DBMS software to store, access, and manage data and how to utilize the information to facilitate decision-making. Explore methods to best incorporate business management and network management principles to support organizational goals. Problem resolution in an enterprise environment is emphasized.

CCIS-3310 Introduction to Artificial Intelligence (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course introduces key concepts of AI, including machine learning, neural networks, natural language processing, and robotics. The course reviews problem-solving methodologies utilizing

AI techniques and explores how to translate real-world problems into AI challenges and develop solutions through algorithmic design. Topics include the principles of machine learning, the basics of neural networks, the operation of feedforward, convolutional, and recurrent neural networks, concepts of supervised and unsupervised learning, model evaluation, and training techniques. Includes hands-on experimentation with popular machine learning libraries using Python. Ethical and social implications of AI are discussed. **Prerequisite: CIST-1310**

CCIS-3320 Cloud Data Fundamentals (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course is designed to impart foundational knowledge and skills related to core data concepts and how they are implemented using various cloud base data services. Students will engage with the principles of relational and nonrelational data, explore data processing options, and delve into cloud-based data solutions. They will learn to identify the right data offering for their desired solution and how to work with relational data in a cloud environment.

CCIS-3325 Cloud Administration (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course offers a deep dive into the management of cloud resources, focusing on best practices for deploying, configuring, and maintaining cloud infrastructure. Students will gain practical skills in overseeing various cloud platforms, with a strong emphasis on understanding cloud architecture, service models (IaaS, PaaS, SaaS), and deployment models (public, private, hybrid, community). They will also study security and compliance frameworks essential for protecting data in the cloud. **Prerequisite: CCIS-3320**

CCIS-3330 Microsoft Systems Collaboration (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course explores the deployment, management, and maintenance of Microsoft collaboration systems, focusing on technologies such as Microsoft Teams, SharePoint, and Exchange and covers the configuration of user access, security settings, and the integration of Microsoft 365 services with existing IT infrastructure. Students will learn how to create, manage, and support a collaborative environment that enhances productivity and connectivity in an organization. **Prerequisite: CCIS-3320**

CCIS-4310 Cloud Computing Architect (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course offers a pathway to understanding the intricacies of architecting robust, scalable, and secure cloud solutions. Students will explore the fundamentals of cloud architecture, including core concepts of cloud services, cloud infrastructure design, and the various cloud service and deployment models. They will learn to design cloud environments that are resilient, cost-effective, and aligned with business objectives. **Prerequisite: CCIS-3325**

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CCIS-4320 Data Analytics and Business Intelligence (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

This course provides a thorough understanding of how to use cloud technologies to collect, process, analyze, and visualize large datasets for informed decision-making. Students will learn about the architecture and infrastructure of cloud data services, data warehousing solutions, and BI tools that are essential for creating scalable data analytics platforms. **Prerequisite: CCIS-3310**

CIST-1310 Introduction to Computer Programming (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

Foundational programming techniques are introduced with a focus on teaching principal programming constructs, logic flow, and language syntax. Emphasizes skills development in writing, debugging, and successfully testing partial and complete programs. The primary language of instruction is Python.

CPMT-1351 IT Essentials: PC Hardware & Software (3 credits)

Hours: 64 Lecture: 32 Lab. 32

Explore the fundamental components of a modern microcomputer to include hardware and software interaction. Use basic research methods to identify and select software and hardware needed for a small office or home system. Assemble microcomputer from key hardware and software components.

CPMT-1352 Networking Essentials (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

Introduction to basic networking concepts, terminology, and tasks involved in network support and administration. Topics include network topologies, protocols, and standards. Construct small, peer-to-peer networks to examine network protocols and troubleshooting techniques. Preparation course to challenge the CompTIA® Network+ certification test. **Prerequisite: CPMT1351**

CPMT-2398: Introductory Certifications (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

This course provides a comprehensive review and knowledge assessment necessary for attaining the COMPTIA® Network+ Certification. A series of assessment exams will be used to validate a student's understanding of the common body of knowledge acquired in the prerequisite network technology courses. Hands-on network design, implementation, and troubleshooting are used for skills demonstration and assessment. The course includes individual and group projects. **Prerequisite: CPMT1352**

CPMT-2399: Intermediate Certifications (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

This course provides a comprehensive review and knowledge assessment necessary for attaining the COMPTIA® Security+ Certification.   A series of assessment exams will be used to validate a student's understanding of the common body of knowledge acquired in the prerequisite computer network and information security technology courses. Hands-on secure network design, demonstration of tradecraft relevant tool utilization, basic vulnerability analysis methods, and troubleshooting are used for skills demonstration and assessment. The course includes individual and group projects. **Prerequisite: CPMT2398**

CPMT-4383: Advanced Certifications-Cyber Security (3 credits)
Hours: 64 Lecture: 32 Lab. 32

This course provides a comprehensive review and assessment of knowledge necessary for attaining the CySA+ certification, an advanced certification. A series of assessment exams will be used to validate a student's understanding of the common body of knowledge acquired in the prerequisite cyber security courses. The goal of this course is to provide students with an advanced cyber security certification in a comprehensive class devoted to the certification process.

CPMT-4385: Advanced Certifications-Information Systems (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

This course provides a comprehensive review and assessment of knowledge necessary for attaining the CCNA or CAPM certification, an advanced certification. A series of assessment exams will be used to validate a student's understanding of the common body of knowledge acquired in the prerequisite information systems courses. The goal of this course is to provide students with an advanced information systems certification in a comprehensive class devoted to the certification process.

CPMT-4387: Advanced Certifications-Cloud Computing (3 credits)
Hours: 64 Lecture: 32 Lab. 32

This course provides a comprehensive review and assessment of knowledge necessary for attaining the AWS Solutions Architect or Azure Administrator certification, an advanced certification. A series of assessment exams will be used to validate a student's understanding of the common body of knowledge acquired in the prerequisite cloud computing courses. The goal of this course is to provide students with an advanced cloud computing certification in a comprehensive class devoted to the certification process.

CYS-5331 – Cyberlaw, Regulations, and Compliance (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Cyberlaw, Regulations, and Compliance prepares students to participate in the legal analysis of relevant cyber laws 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.

CYS-5332- Cyber Risk Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

CYS-5333 – Security Policies and Standards – Best Practices (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Focuses on the practices of planning and implementing organization-wide security and assurance initiatives as well as auditing assurance processes. Explores the strategies, principles, and best practices required to safeguard digital assets, sensitive information, and technology infrastructure from various threats and risks. The course involves practical exercises, case studies, and individual or group presentations.

CYS-5334 – Secure Network Design (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Explores methods for designing, implementing, and protecting computer networks. Focus on the principles, techniques, and best practices to design both local and distributed networks that effectively mitigate cyber threats, safeguard data integrity, and ensure confidentiality of sensitive information. The course involves practical exercises, network design projects, simulation-based assessments, case studies, and individual or group presentations.

CYS-5335 -Secure Software Design (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Focuses on key elements needed to address and implement secure software acquisition and development in the Software Development Life Cycle (SDLC). Covers end-to-end life cycle principles and addresses people, technology, and processes to design and develop consistently secure applications. Course underscores the importance and value of the defense in depth principle across the entire SDLC. Introduces techniques to adapt common security activities to modern software development practices, including Agile/Scrum and DevOps. The course involves practical exercises, software design projects, case studies, and individual or group presentations.

CYS-5336 – Forensics and Network Intrusion (3 credits)

Hours: 48 Lecture: 48 Laboratory: 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 multimedia, media, and operating system forensics; data and file forensics; audits and investigations; and device forensics. Preparation course to challenge the EC-Council Computer Hacking Forensic Investigator.

CYS-5337- Supervisory Control and Data Acquisition (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

Industrial Control Systems are used in most utility networks, chemical plants, pipelines, and other critical infrastructure management and monitoring systems. This course will examine the vulnerabilities associated with these systems and discuss how they can be made secure from outside attacks. Fundamentals of software-controlled processes will also be discussed.

CYS-5338 – Advanced Cyber Defense Seminar (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course delves into the real-world battlefield of cyberspace. It covers the history of cyber warfare 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 threatened networks, as well as strategies for dealing with specific cyberwar actors and threats. It then concludes with an exploration of the future of cyber warfare, considering the evolution of cyber-related capabilities, current threats, and emerging technology.

CYS-6339– Cybersecurity Capstone Project (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course provides faculty guidance in the preparation of material to completely satisfy the requirements to earn a graduate degree. This includes clarification of general project 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. The principal assignment is to undertake a cybersecurity research project and produce and present a capstone report.

CYSEC-2305: Introduction to Cyber Security (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

Introductory study of cybersecurity terminology, principles, and technologies. Topics include cyber threats and vulnerabilities, information security frameworks, network infrastructure security, wireless network security, cryptography, defense in depth security strategy, information security policy, and security management.

CYSEC-3395: Intrusion Detection and Firewall Systems (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Immersive study of the art and science of intrusion detection and firewall systems used in modern computers and networked systems. Hands-on exploration and experimentation of computer network defense tools and techniques related to monitoring, detecting, and preventing unwanted events in computer systems or networks.

CYSEC-3398: Digital Forensics (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Explores the methods, legal requirements, ethics, and policies surrounding multimedia forensic investigations. Practice with tools and techniques used for proper forensics analysis. Topics include applications of hardware and software to computer forensics, computer forensics law, volume and system analysis, network forensics and clouds forensic techniques. Hands-on computer forensics exercises in the laboratory.
Prerequisite: ITNW3394

CYSEC-4302 Cryptography and Computer Security (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Review of 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.

CYSEC-4303 Hacking and Countermeasures (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Explores offensive security topics ranging basic perimeter defenses analysis to scanning and attacking simulated networks. Provides a hands-on interactive security lab environment to practice network systems reconnaissance, scanning and enumeration, gaining and maintaining access, and post exploitation analysis. Investigate tactics, techniques, and procedures used by penetration testers and hackers. Reviews the knowledge and skills needed to challenge the EC-Council® Certified Ethical Hacker certification.

CYSEC-4321 Security and Risk Management (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Comprehensive review of the principles, strategies, and practices needed to safeguard modern digital assets. Topics include basic tenets of information security and risk analysis for operational information management systems. Survey of current policies, standards, guidelines, and best practices for information system asset protection. The course involves practical exercises, case studies, and individual or group presentations. **Prerequisite: ITSY1300**

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CYSEC-4323 Security Engineering (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

Examines the knowledge and skills needed to identify and mitigate security risks, protect sensitive data, and ensure the overall integrity and availability of IT systems. Review guiding concepts of security architecture and design to protect data when it is in transit, in use, and being stored. Topics include cryptography, security in cloud computing, security monitoring and incident response. The course includes practical exercises, case studies, and individual or group presentations.

Prerequisite: CYSEC4321

CYSEC-4324 Communication and Network Security (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

This course provides a comprehensive examination of the principles, technologies, and best practices related to securing communication channels and networks. Covers the key knowledge and skills needed to design, implement, deploy, and analyze secure communication systems that ensure confidentiality, integrity, and availability of data and information. Hands-on exercises are used to practice system vulnerability scanning and analysis to then mitigate the attack surfaces within the network. Additional lab exercises may include network device discovery, port scanning, fingerprinting, web application scanning, wireless scanning, and the utilization of network monitoring tools. The course includes practical exercises, case studies, and individual or group presentations. **Prerequisite: CYSEC4321**

CYSEC-4325 Identity and Access Management (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

This course covers the principles, practices, and technologies involved in managing digital identities and controlling access to resources within an IT environment. Investigates methods used for physical and logical access control, the proper management of identity and identification of the identity lifecycle, and attacks to access control and their mitigation. Topics studied include types of digital identifiers, access control models, technologies and methods used to enforce IAM, as well as common IAM protocols such as Oauth, OpenID, LDAP, and SAML. Hands-on practical exercises that explore typical configuration and deployment of IAM solutions within simulated environments. Includes case study discussions and individual or group presentations. **Prerequisite: CYSEC4321**

CYSEC-4326 Security Assessment and Testing (3 credits)

Hours: 64 Lecture: 32 Laboratory: 32

Security Assessment and Testing covers the techniques used to manage the risks involved in developing, producing, operating, and sustaining systems and capabilities. Topics include methods to develop assessment and testing strategies, test security controls, evaluate testing outputs, and attack or defend the vulnerabilities in security architecture. The course includes in-

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depth discussions related to current security assessment and testing practices. **Prerequisite: CYSEC4322, CYSEC4325, and ITNW2394**

ITCC-1315 Introduction to Networks (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This is the first course in the 3-course CCNA series that introduces architectures, models, protocols, and networking elements. Presents concepts of Internet protocol addressing, foundational network security, and the basic configurations of network routers and switches. Hands-on experience in a CISCO certified networking lab.

ITCC-2325 Switching, Routing and Wireless Essentials (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
Continuation of the CCNA series with a focus on switching and router technologies that supports small-to-medium sized business networks. Topics include wired and wireless local area networks (WLAN) and architecture specific security concepts. Students are awarded a CISCO Networking Academy badge upon course completion.

ITCC-2340 Enterprise Networking, Security, and Automation (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This is the final course in the Cisco Networking Academy program. Covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. Includes and introduction to software defined networking, virtualization, and automation concepts that support the digitalization of networks. **Prerequisite: ITCC-1315, ITCC-2325**

ITMT-1382 Client Operation Systems (3 credits)
Hours: 64 Lecture: 32 Laboratory: 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 access to resources, configure remote access and mobility, monitor, and maintain Windows clients, and configure backup and recovery options.

ITMT-3314 Advanced Microsoft Systems Installation, Storage and Compute (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course covers core knowledge and practical skills needed to plan, deploy, manage, and maintain Microsoft-based systems. Hands-on projects centered on system installation, defining,

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and deploying storage solutions, and properly scoping targeted computer resources. This course is designed for system administrators and information systems specialists who require expertise in configuring and managing Windows-based environments. Additional topics include Hyper-V virtualization, Windows containers, and implementing distributed file systems and storage area networks.

ITMT-3316 Advanced Microsoft Systems Networking (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course covers core knowledge and practical skills needed to plan, deploy, manage, and maintain robust and resilient network infrastructures using Microsoft technologies. Course includes Hands-on lab exercises involving the implementation and management of network DNS, DHCP, IPAM, and deploying remote access solutions such as VPN and RADIUS. Individual and group projects include managing distributed file systems 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. **Prerequisite: ITMT-3314**

ITMT-3318 Advanced Microsoft Systems Identity (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course explores the details of Identity and Access management within Microsoft-based systems. Provides in-depth knowledge and hands-on experience in installing, configuring, managing, and maintaining Active Directory Domain Services (AD DS) and implementing Group Policy Objects (GPOs). Gain familiarity with 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. Hands-on labs activities to reinforce understanding of Single Sign-on, Multi-Factor Authentication, as well as auditing and security log analysis.

ITMT-3380 Advanced Scripting (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course expands on the students' knowledge of shell scripting and the Python programming language to introduce foundational knowledge of the Windows PowerShell scripting environment. Intended to develop students' skills in writing efficient scripts for automating tasks, managing systems, and handling complex data processing. Topics include the proper use of regular expressions to search, match, and manipulate text patterns, develop scripts to automate or improve workflows, and study of methods to extend the functionality of existing software applications using scripting. The course includes hands-on, project-based experiential learning that applies advanced scripting techniques to real-world scenarios. Students are expected to develop and publish a portfolio of projects showcasing scripting knowledge and skills. **Prerequisite: CPMT-1310**

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ITNW-1313 Computer Virtualization (3 credits)

Hours: 64 Lecture: 32 Laboratory: 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.

ITNW-1393 Introduction to the Linux Operating System (3 credits)

Hours: 64 Lecture: 32 Laboratory: 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: CPMT-1351**

ITMT-2394 Advanced Linux for Security Professionals (3 credits)

Hours: 64 Lecture: 32 Laboratory: 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: ITNW-1393**

ITS-5331 Emerging Technologies (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course focuses on investigating the latest advancements and trends in technology. Topics include technological trends analysis, innovation paths, risk assessment and mitigation in technology adoption, impacts of disruptive technology, and ethical and social implications of technology. Seminar format, case-study preparation, presentation, and cooperative learning are defining characteristics of this course.

ITSY-1300 Fundamentals of Information Security (3 credits)

Hours: 64 Lecture: 32 Laboratory: 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

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appropriate planning, policies, and controls. This course will prepare students to successfully take and pass CompTIA's Security+ Certification Exam. **Prerequisite: CPMT-1352**

MGMT-3317 Management Information Systems (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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 the 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).

MGMT-3330 Project Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

MGT-5334 Ethics, Integrity, and Social Responsibility (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

OML-6340 Research Analysis (3 credits)
Hours: 48 Lecture: 48 Laboratory: 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.

COLLEGE OF AERONAUTICS

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ASSOCIATE OF APPLIED SCIENCE IN AIRFRAME AND POWERPLANT TECHNOLOGY

The courses within the comprehensive Associate of Applied Science in Airframe and Powerplant Technology Program are meticulously crafted to offer educational opportunities through a blend of classroom and laboratory instruction. This program is designed to equip individuals with the skills and knowledge essential for entry-level roles as Aviation maintenance Technicians (AMT). Graduates are eligible to undertake Federal Aviation Administration (FAA) examinations. Successful completion of the written exams qualifies graduates for the oral and practical examinations, fulfilling the requirements for the FAA Airframe and Powerplant (A&P) Certificate. FAA Certified A&Ps with this degree can pursue employment in various sectors, including general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers, either as an AMT or technical writers. The combined Associate of Applied Science degree in Airframe and Powerplant Technology comprises 96 semester credit hours, 2161 contact hours, and spans a duration of 70 weeks.

Note on professional certification: Upon meeting program requirements, students receive certificates of completion, indicating eligibility to test for the FAA Aviation Maintenance Technician certificates' written, oral, and practical examinations. Authorizations for testing can be presented at any PSI affiliated testing center for written exams or to any Designated Mechanic Examiner (DME) for practical exams nationwide.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
15	ENGL-1301	Composition I	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	PSYC-1301	Human Factors	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
Core Courses				
81	AGS-1121	Aviation General Science Capstone	12	280
	AGS-1301	Fundamentals of Electricity and Electronics	3	90
	PPS-2121	Powerplant Systems I	12	280
	PPS-2123	Powerplant Systems II	12	280
	PPS-2104	Powerplant Systems Capstone	10	235
	AFS-2125	Airframe Systems I	12	280
	AFS-2126	Airframe Systems II	12	280
	AFS-2807	Airframe Systems Capstone	8	196

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ASSOCIATE OF APPLIED SCIENCE IN AIRFRAME TECHNOLOGY

The courses within the Associate of Applied Science in Airframe Technology Degree Program are thoughtfully designed to offer educational opportunities through a combination of classroom and laboratory instruction. This program aims to help students learn the skills and knowledge necessary for entering the industry as entry-level Airframe Technicians. Graduates become eligible to undertake Federal Aviation Administration (FAA) examinations. Successfully completing the written exams qualifies graduates for the oral and practical examinations, fulfilling the requirements for the FAA Airframe Certificate. With the FAA Airframe Certificate, Airframe Technicians can pursue diverse employment opportunities, including roles in general aviation (GA), fixed-base operations (FBO), executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers, either as Airframe Technicians or technical writers. The Associate of Applied Science Degree in Airframe Technology comprises 62 semester credit hours, 1366 contact hours, and has a duration of 45 weeks (day).

Note on professional certification: Upon meeting program requirements, students receive certificates of completion, indicating eligibility to test for the FAA Aviation Maintenance Technician certificates' written, oral, and practical examinations. Authorizations for testing can be presented at any PSIS affiliated testing center for written exams or to any Designated Mechanic Examiner (DME) for practical exams nationwide.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
15	ENGL-1301	Composition I	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	PSYC-1301	Human Factors	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
Core Courses				
47	AGS-1121	Aviation General Science Capstone	12	280
	AGS-1301	Fundamentals of Electricity and Electronics	3	90
	AFS-2125	Airframe Systems I	12	280
	AFS-2126	Airframe Systems II	12	280
	AFS-2807	Airframe Systems Capstone	8	196

ASSOCIATE OF APPLIED SCIENCE IN POWERPLANT TECHNOLOGY

The courses within the Associate of Applied Science in Powerplant Technology Degree Program are uniquely designed to provide educational opportunities through a blend of classroom and laboratory instruction, enabling individuals to acquire the skills and knowledge necessary for entry-level roles as Powerplant Technicians. Graduates become eligible to undertake Federal Aviation Administration (FAA) examinations. Successful completion of the written exams qualifies graduates for the oral and practical examinations, fulfilling the requirements for the FAA Powerplant Certificate. With the FAA Powerplant Certificate, Powerplant Technicians can explore various employment avenues, including positions in general aviation (GA), fixed-base operations (FBO), executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers, either as Powerplant Technicians or technical writers. The Associate of Applied Science Degree in Powerplant Technology comprises 64 semester credit hours, 1405 contact hours, and spans a duration of 45 weeks for the day program.

Note on professional certification: Upon meeting program requirements, students receive certificates of completion, indicating eligibility to test for the FAA Aviation Maintenance Technician certificates' written, oral, and practical examinations. Authorizations for testing can be presented at any PSI affiliated testing center for written exams or to any Designated Mechanic Examiner (DME) for practical exams nationwide.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
15	ENGL-1301	Composition I	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-1314	College Algebra	3	48
	PSYC-1301	Human Factors	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
Core Courses				
49	AGS-1121	Aviation General Science Capstone	12	280
	AGS-1301	Fundamentals of Electricity and Electronics	3	90
	PPS-2121	Powerplant Systems I	12	280
	PPS-2123	Powerplant Systems II	12	280
	PPS-2104	Powerplant Systems Capstone	10	235

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COLLEGE OF AERONAUTICS COURSE DESCRIPTIONS

Several courses consist of a collection of subjects covered in each course. . Successful completion of each course requires students to meet a minimum grade average, which consists of grades from all subject material.

AFS-2125 Airframe Systems I (12 credits)

Hours: 280 Lecture: 157 Laboratory: 123

This course will cover the following areas:

- *Metallic Structures*– Inspection/testing of metal structures. Types of sheet metal defects. Layout, forming, and drilling of sheet metal components. Selection of rivets, hardware, and fasteners for a sheet metal repair. Rivet layout. Rivet removal and installation methods. Maintenance safety practices/precautions for sheet metal repairs or fabrications. Install and remove conventional and specialty fasteners. Prepare and install a patch to repair an aircraft component. Fabricate an aluminum part in accordance with a drawing. Determine rivet pattern for a specific repair. Countersink rivet holes in sheet metal. Preparation and applying primer and top coatings. *Non-Metallic Structures* – Wood structures, including inspection techniques, tools, and practices for wood structures. Effects of moisture/humidity on wood and fabric coverings. Types and general characteristics of wood used in aircraft structures. Acceptable and unacceptable wood defects. Covering textile terms. Seams commonly used with aircraft coverings. Structure surface preparation. Aircraft covering preservation/restoration. Inspection/testing of composite structures. Types of composite structure defects. Composite structure, fiber, core, and matrix materials, repair methods, techniques, fasteners, and practices. Thermoplastic material storage, handling, inspection, and installation. Inspect and repair fiberglass, composite materials, plastic, and laminated structures.

- *Aircraft Fuel Systems* – Fuel system types and components. Aircraft fuel tanks/cells. Fuel flow, transfer, jettisoning/dump systems, fueling and defueling. Fuel system maintenance and inspection. Fuel quantity indication. Inspect, check, troubleshoot, and repair fuel systems/components. Locate fuel system operating instructions, or cross feed procedures. Remove and install fuel system components.

AFS-2126 Airframe Systems II (12 credits)

Hours: 280 Lecture: 154 Laboratory:126

This course will cover the following areas:

- *Aircraft Electrical Systems* – Generators, alternators, DC and AC systems, and DC and AC power distribution. Stater generators, constant speed drives, integrated drive generators, voltage regulators, and inverter systems. Aircraft wiring sizes, types, selection, and installation of electrical components. Instrument or instrument panel removal and installation. Aircraft electrical connectors, splices, terminals, and switches. Inspection, check, troubleshoot and repair aircraft electrical systems and components.

- *Aircraft Instrument Systems* – Annunciator indicating systems and the meaning of warning, caution, and advisory lights. Magnetic compass, pressure indicating, temperature indicating, direction indicating, and gyroscopic instruments. Electronic instruments and built-in test equipment. Pitot-static systems and required testing. Angle of attack and landing gear warning systems. Inspect, check, troubleshoot, and test aircraft instruments and instrument systems.

- *Communication and Navigation Systems* – Radio operating principles and components. Antenna, static discharge wicks, avionic identification, inspection, and mounting requirements. Emergency locator transmitter and automatic direction finder. VHF omnidirectional range theory, components, and operation. Distance measuring equipment, instrument landing systems, global positioning systems, weather rader, ground proximity warning systems, traffic collision avoidance systems, radio altimeter, autopilot systems, and transponder systems. Inspect, check, troubleshoot and test communication and navigation systems and components.

- *Ice and Rain Control Systems* – Aircraft icing causes/effects, anti-icing and de-icing system and components. Wiper blade, chemical, and pneumatic bleed air rain control systems. Environmental conditions that degrade vision. Inspect, check, troubleshoot, and test ice and rain control systems and components.

- *Landing Gear Systems* – Fixed and retractable landing gear systems and components. Landing gear strut servicing/lubrication and inspection. Steering systems, landing gear position and warning systems, anti-skid systems, and brake systems. Wheel, brake, and tire construction. Tire storage, care, and inspection. Inspection, check, troubleshooting, and test of landing gear systems and components.

- *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 is indicating and warning 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.

AFS-2807   Airframe Systems Capstone (8 credits)
Hours: 196 Lecture: 115 Laboratory:81

This course will cover the following areas:

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- *Environmental Systems*– Pressurization systems, components, function, operation, and inspection procedures. Bleed air heating. Exhaust heat exchanger system components, function, operation, and inspection procedures. Combustion heater system components, function, operation, and inspection procedures. Vapor-cycle and air-cycle air conditioning system components, function, operation and inspection procedures. Types of oxygen systems, components, operation, and maintenance and inspection procedures.

- *Airframe Inspection* –   Inspection requirements under 14 CFR part 91. Maintenance recordkeeping requirements under 14 CFR part 43. Requirements for complying with Ads. Use of FAA approved data, special instructions, service letters, service bulletins, life limited parts and instructions for continued airworthiness. Flame welding, gases, storage, practices and techniques. Inert-gas welding, types of shielding gases, practices, and techniques. Types and procedures for tubing and other welding repairs. *Flight Controls* – Control cables, connectors, guides, and stops. Push-pull tubes, torque tubes, and bell cranks, Flutter, and flight control balance. Rigging of aircraft flight controls. Secondary and auxiliary control surfaces and other aerodynamic wing features. Control surface movements, travel, and control around aircraft axis. Inspect, check, troubleshoot, and test flight control surfaces and rigging systems and components.

- *Rotorcraft Fundamentals* – Rotorcraft aerodynamics. Flight controls. Transmissions. Rigging requirements for rotary wing aircraft. Design, type, and operation of rotor systems. Helicopter skids show and tube inspection. Rotor blade functions and construction. Rotor vibrations, track, and balance. Drive system vibrations and inspection.

- *Water and Waste Systems* – Potable water system components and operation. Lavatory waste system components and operation. Inspection and servicing requirements for water and waste systems.

- *Airframe Systems Capstone* – Testing consisting of a one hundred (100) question written exam, oral testing of fifteen (15) subject areas (Metallic Structures, Non-Metallic Structures, Flight Controls, Airframe Inspection, Landing Gear Systems, Hydraulic and Pneumatic Systems, Environmental Systems, Aircraft Instrument Systems, Communications and Navigation Systems, Aircraft Fuel Systems, Aircraft Electrical Systems, Ice and Rain Control Systems, Airframe Fire Protection Systems, Rotorcraft fundamentals, and Water and Waste Systems), and Practical skills-based testing.

AGS-1121   Aviation General Science Capstone (12 credits)

Hours: 280 Lecture: 155 Laboratory:125

This course will cover the following areas:

- *Regulations, Maintenance Forms, Records, and Publications* – Privileges and limitation of a mechanic certificate as defined in 14 CFR Part 65. Maintenance, preventative maintenance, rebuilding, and alteration as defined in 14 CFR Part 43. Maintenance terminology as defined in 14 CFR part 1. Airworthiness directive as defined in 14 CFR Part 39. Maintenance record entry for approval of return to service after maintenance, alterations, and inspections. Determining whether a repair is a major or minor and use of

FAA form 337. Agency publications and guidance materials including aircraft specifications, TCDSs, advisory circulars (AC), and airworthiness directives (AD). Manufacturer publications include maintenance manuals, service bulletins, maintenance alerts, and master minimum equipment list. Difference between approved and acceptable data and when each is required. FAA databases and available resources.

- *Aircraft Materials, Hardware, and Processes* – Materials commonly used in aircraft and their general application. Heat treatment and metal working processes. Forces applied on aircraft materials (e.g., tension, compression, etc.). Hardware commonly used in aircraft (e.g., bolts, nuts, screws, etc.). Safety wire requirements and techniques. Precision measurement tools, principles, and procedures. Torquing tools, principles, and procedures. Identification markings on materials and hardware. Characteristics of acceptable and unacceptable welds. Aircraft cleaning procedures. Corrosion theory, causation, and effects. Corrosion identification, preventative maintenance, removal and treatment, and inspection procedures. Improper use of cleaners on aluminum or composite materials. Dissimilar metals cause accelerated corrosion. Primer and topcoat materials. Surface preparation for a desired finishing material and effects of ambient conditions on finish materials. Measuring tools including calipers, micrometers, and gauges. Calibration and tool accuracy requirements. Nondestructive Testing (NDT) procedures and methods. Aircraft inspection programs, methods, and tools.

- *Ground Operations and Servicing* –   Aircraft towing and securing procedures. Aviation fueling and defueling procedures. Airport operations and ATC communications. Engine starting, ground operation, and taxiing procedures. Aircraft oil, hydraulic, pneumatic, and oxygen system servicing procedures. Tool and hardware use and accountability, material handling, parts protections, hazardous materials, safety data sheets (SDS), PPR, and foreign object damage.

- *Weight and Balance* – Weight and balance terminology and the purpose for weighing aircraft. Weighing procedures, including the general preparations for weighing with emphasis on aircraft weighing area considerations. Procedures for calculation of the following: arm, positive or negative moment, center of gravity (CG), or moment index. Purpose and application of determining CG, and CG/weight limits. Adverse loading conditions and calculating an out-of-limit condition. Proper ballast placement. Identify and locate tare items, weight and balance information, datum, weight and balance placarding and limitation requirements. Purpose of determining the center of gravity.

- *Aircraft Drawings* – Drawings, blueprints, sketches, charts, graphs, and system schematics, including commonly used lines, symbols, and terminology. Inspection of an aircraft system or component(s) using drawings, blueprints, or system schematics. Draw a sketch of a repair or alteration. Interpret dimension used in an aircraft drawing. Determine material requirements from an aircraft drawing and interpret graphs and charts.

- *Fluid Lines and Fittings* – Tubing and hose materials, applications, sizes, and fittings. Ridid line and flexible hose identification, fabrication, installation, and inspection techniques. High-pressure and hazardous fluid system precautions.

- *Physics for Aviation* – Matter and energy. Work, power, force, and motion. Simple machines and mechanics. Heat and pressure. Bernoulli's principle. Newton's laws of motion. Gas laws and fluid mechanics. Theory of flight (aerodynamics). Primary and secondary flight controls. Additional aerodynamic devices including vortex generators, wing fences, and stall strips. Relationship between temperature, density, weight, and volume. Force, area, or pressure in a specific application. Temperature scales and converting temperatures.
- *Aviation General Science Capstone* – Testing consisting of a sixty (60) question written exam, oral testing of twelve (12) subject areas (Fundamentals of Electricity and Electronics, Aircraft Drawings, Weight and Balance, Fluid Lines and Fittings, Aircraft Materials, Hardware, and Processes, Ground Operations and Servicing, Cleaning and Corrosion Control, Mathematics, Regulations, Maintenance Forms, Records, and Publications, Physics for Aviation, Inspection Concepts and Techniques, and Human Factors), and Practical skills-based testing.

AGS-1301 Basic Electricity (3 credits)

Hours: 90 Lecture: 70 Laboratory:20

Electrical laws and theory. Electron theory (conventional flow vs. Electron flow. Magnetism, capacitance, inductance, resistance (in series and parallel), current, voltage, power, and impedance. Ohm's law, Kirchhoff's law, Watt's law, Faraday's law, and Len's law. AC and DC circuits (series, parallel, and complex). Electrical symbols. Controlling devices including switches and relays. Protective devices including fuses, circuit breakers, and current limiters. Semiconductors including diodes and transistors. Logic gates. Electrostatic discharge. Electrical circuit drawings and troubleshooting. Aircraft batteries. Transformers. Circuit continuity and use of electrical measurement tools, principles and procedures.

PPS-2121 Powerplant Systems I (12 credits)

Hours: 280 Lecture: 152 Laboratory:128

This course will cover the following areas:

- *Reciprocating Engines* – Types of reciprocating engines. Reciprocating engine operating principles/theory of operation. Horizontally opposed engine construction and internal components. Radial engine construction and internal components. Reciprocating engine performance, maintenance, inspection, ground operations. Diesel engine operating principles/theory of operation.
- *Reciprocating Engine Induction, Cooling, Lubrication and Exhaust Systems* – Reciprocating engine oil types, grades, and uses. Reciprocating engine lubrication system operation and components to include wet sump and dry sump systems. Reciprocating engine lubrication system maintenance, inspection, and servicing. Reciprocating engine induction and cooling systems theory, components, and operation. Superchargers, turbochargers, and augmented systems. Reciprocating engine exhaust system theory, components, operation, and inspections.

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- *Reciprocating Engine Fuel and Fuel Metering Systems* – Reciprocating engine fuel metering including fuel/air ratio, float-type carburetor theory and operation, pressure-type carburetor theory and operation, fuel injection system theory and operation, and FADEC system theory and operation. Fuel lines, nozzles, manifolds, pumps, valves, filters, and drains. Reciprocating engine fuel system maintenance and inspection practices.
- *Reciprocating Engines Troubleshooting, Inspection, and Overhaul:* Inspection requirements under 14CFR Part 43 and Part 91. Maintenance recordkeeping requirements under 14 CFR Part 43. Engine component inspection, checking, and servicing. Engine mounts, mounting hardware, and the inspection of each. Cylinder compression check. Engine conformity check. Perform a portion of a 100-inspection on a reciprocating powerplant. Perform a portion of a reciprocating engine overhaul.
- *Reciprocating Engine Ignition and Starting Systems* – Reciprocating engine ignition system theory. Spark plug theory. Shower of sparks and impulse coupling theory, Magneto ignition system theory, components, troubleshooting, and operation. FADEC ignition systems. Internally timing a magneto and timing to a reciprocating engine. Engine starters theory and operation.

PPS-2123 Powerplant Systems II (12 credits)

Hours: 280 Lecture: 147 Laboratory:133

This course will cover the following areas:

- *Propellers* – Propeller theory and operation. Types of propellers and blade design. Pitch control and adjustment to include variable pitch propellers and constant speed systems. Turbine engine propeller reverse/beta range operation. Propeller servicing, maintenance, and inspection requirements. Procedures for removal and installation of a propeller. Propeller synchronization systems. Propeller ice control systems.
- *Turbine Engines* –   Turbine engine operating principles/theory of operation. Types of turbine engines. Turbine engine construction and internal components. Turbine engine performance and monitoring. Turbine engine troubleshooting, maintenance, and inspection procedures. Bleed air systems. Turbine engine adjustment and testing.
- *Turbine Engine Induction, Cooling, Lubrication, and Exhaust Systems* – Turbine engine oil types, grades, and uses. Turbine engine lubrication system operation and components to include wet sump and dry sump systems. Turbine engine lubrication system maintenance, inspection, and servicing. Turbine engine induction and cooling systems theory, components, and operation. Turbine engine exhaust system theory, components, operation, and inspections. *Turbine Engine Ignition and Starting Systems* – Turbine engine ignition system theory and operation. Turbine engine starter system theory and operation. Ignitors theory and operation.
- *Turbine Engine Fuel and Fuel Metering Systems* – Digital engine control module (e.g., FADEC). Hydromechanical fuel control system design and components. Fuel nozzle and manifolds design, operation, and maintenance. Components, theory, and operation of turbine fuel metering system. Inspection requirements for an engine fuel system. Fuel system operation, heaters, lines, pumps, valves, filters, and drains.

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- *Turbine Engines Troubleshooting, Inspection, and Overhaul* – Inspection requirements under 14CFR Part 43 and Part 91. Maintenance recordkeeping requirements under 14 CFR Part 43. Engine component inspection, checking, and servicing. Engine mounts, mounting hardware, and the inspection of each. Engine conformity check. Perform a portion of a 100-inspection on a reciprocating powerplant. Perform a portion of a turbine engine overhaul.

PPS-2104 Powerplant Systems Capstone (10 credits)

Hours: 48 Lecture: 48 Laboratory: 0

This course will cover the following areas:

- *Engine Electrical Systems* – Generators, alternators, starter generators, voltage regulators, and overcurrent protection. AC and DC generation systems. CSD and IDG systems and components. Inspect, check, troubleshoot, and test engine electrical systems and 140omponents. Auxiliary power unit(s) (APU).
- *Engine Instrument Systems* – Fuel flow, temperature (e.g., exhaust gas, oil, cylinder head, turbine inlet), engine speed, and pressure instruments. Torquemeters. Engine pressure ratio (EPR). Engine indicating and crew alert systems (EICAS). Electronic centralized aircraft monitor (ECAM). Engine instrument range markings and instrument conditions.
- *Engine Fire Protection Systems* – Types of fires and engine fire zones. Fire detection warning system operation. Fire detection system maintenance and inspection requirements. Fire extinguishing agents, types of systems, and operation. Fire extinguishing system maintenance and inspection.
- *Engine Inspections* – Inspection requirements under 14 CFR part 43 and Part 91. Identification of life limited parts and their replacement interval. Special instructions. Use of FAA-approved data. Compliance with service letters, service bulletins, instructions for continued airworthiness, Ads, or TCDSs. Maintenance record keeping requirements under 14 CFR Part 43. Engine component inspection, checking, and servicing. Engine mounts, mounting hardware, and the inspection and checking of each.
- *Powerplant Capstone* –Testing consisting of a one hundred (100) question written exam, oral testing of thirteen (13) subject areas (Reciprocating Engines, Turbine Engines, Engine Inspection, Engine Instrument Systems, Engine Fire Protection Systems, Engine Electrical Systems, Engine Lubrication Systems, Ignition and Starting Systems, Engine Fuel and Fuel Metering Systems, Reciprocating Engine Induction and Cooling Systems, Turbine Engine Air Systems, Engine Exhaust and Reverser Systems, and Propellers), and Practical skills-based testing.

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School of Business

BS-Business Management (29)
Time Period: September 1, 2018, to August 31, 2019
Graduation Rate: 49% (51/105)
Employment Rate: 82% (40/49)

BS-Business Management-DE (29)
Time Period: September 1, 2018, to August 31, 2019
Graduation Rate: 100% (3/3)
Employment Rate: 100% (3/3)

BS-Aviation Maintenance Management-Distance Education (21)
Time Period: September 1, 2019, to August 31, 2020
Graduation Rate: 67% (2/3)
Employment Rate: 100% (2/2)

MBA-Business Administration-Distance Education (10)
Time Period: January 1, 2021, to December 31, 2021
Graduation Rate: 93% (28/31)
Employment Rate: 71% (20/28)

School of Information Technology

AAS-Information Technology (15)
Time Period: June 1, 2020, to May 31, 2021
Graduation Rate: 43% (23/54)
Employment Rate: 73% (11/15)

AAS-Information Technology-DE (15)
Time Period: June 1, 2020, to May 31, 2021
Graduation Rate: 45% (9/20)
Employment Rate: 71% (5/7)

BS-Information Systems (29)
Time Period: September 1, 2018, to August 31, 2019
Graduation Rate: 52% (16/33)
Employment Rate: 75% (12/16)

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BS-Cybersecurity (29)
Time Period: September 1, 2018, to August 31, 2019
Graduation Rate: 59% (41/72)
Employment Rate: 73% (29/40)

MS-Cybersecurity-DE (10)
Time Period: January 1, 2021, to December 31, 2021
Graduation Rate: 79% (11/14)
Employment Rate: 73% (8/11)

School of Nursing

BS-Nursing (32)
Time Period: April 1, 2018, to March 31, 2019
Graduation Rate: 67% (48/73)
Employment Rate: 73% (35/48)

College of Aeronautics

AAS-Airframe Technology and Powerplant Technology Day (16)
Time Period: April 1, 2020, to March 31, 2021
Graduation Rate: 62% (91/153)
Employment Rate: 71% (61/86)

AAS-Airframe Technology (10)
Time Period: January 1, 2021, to December 31, 2021
Graduation Rate: 75% (3/4)
Employment Rate: 100% (1/1)

AAS-Powerplant Technology (10)
Time Period: January 1, 2021, to December 31, 2021
Graduation Rate: 71% (5/7)
Employment Rate: 80% (4/5)

Some programs did not fall within the date range for reporting to the Accrediting Commission of Career Schools and Colleges; thus, the graduation and employment rates are not listed for the following programs:

RN to BSN (Residential)
RN to BSN (Distance Education)

MS-Nursing (Distance Education)
BS- Aviation Maintenance Management (Residential)
MBA (Residential)
BS-Information Systems (Distance Education)
BS-Cybersecurity (Distance Education)

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HALLMARK UNIVERSITY TERM SCHEDULES AND VA CERTIFICATIONS

Main Campus

DESCRIPTION	TERM START DATE	TERM END DATE	PROJECTED GRAD DATE — MS CYBER SECURITY / MBA ADMINISTRATION	PROJECTED GRAD DATE — CERT VOCTIONAL NURSING	PROJECTED GRAD DATE — AAS INFOR SYSTEMS	PROJECTED GRAD DATE — MS NURSING	PROJECTED GRAD DATE — BS AVIATION MAINT. MGMT.	PROJECTED GRAD DATE — BS INFORMATION SYSTEMS, CYBERSECURITY, CLOUD COMPUTING & MANAGEMENT	PROJECTED GRAD DATE — BSN NURSING
			6 TERMS	6 TERMS	7 TERMS	8 TERMS	10 TERMS	14 TERMS	16 TERMS
			52 WEEKS	52 WEEKS	63 WEEKS	72 WEEKS	90 WEEKS	126 WEEKS	144 WEEKS
Spring II	2/23/2024	4/18/2024	2/27/2025	~	4/17/2025	~	10/16/2025	6/25/2026	10/22/2026
Summer I	4/26/2024	6/20/2024	4/17/2025	4/17/2025	6/19/2025	8/14/2025	12/11/2025	8/20/2026	12/17/2026
Summer II	6/21/2024	8/15/2024	6/19/2025	~	8/14/2025	~	2/26/2026	10/22/2026	2/25/2027
Fall I	8/23/2024	10/17/2024	8/14/2025	8/14/2025	10/16/2025	12/11/2025	4/23/2026	12/17/2026	4/22/2027
Fall II	10/18/2024	12/12/2024	10/16/2025	~	12/11/2025	~	6/25/2026	2/25/2027	6/24/2027
Spring I	12/13/2024	2/20/2025	12/11/2025	12/11/2025	2/19/2026	4/16/2026	8/13/2026	4/15/2027	8/12/2027
Spring II	2/21/2025	4/17/2025	2/19/2026	~	4/16/2026	~	10/15/2026	6/17/2027	10/14/2027
Summer I	4/25/2025	6/19/2025	4/16/2026	4/16/2026	6/18/2026	8/13/2026	12/10/2026	8/12/2027	12/9/2027
Summer II	6/20/2025	8/14/2025	6/18/2026	~	8/13/2026	~	2/18/2027	10/14/2027	
Fall I	8/22/2025	10/16/2025	8/13/2026	8/13/2026	10/15/2026	12/10/2026	4/15/2027	12/9/2027	
Fall II	10/17/2025	12/11/2025	12/10/2026	~	12/10/2026	~	6/17/2027		
Spring I	12/12/2025	2/19/2026	12/10/2026	12/10/2026	2/18/2027	4/15/2027	8/12/2027		
Spring II	2/20/2026	4/16/2026	2/18/2027	~	4/15/2027	6/17/2027	10/14/2027		
Summer I	4/24/2026	6/18/2026	4/15/2027	4/15/2027	6/17/2027	8/12/2027	12/9/2027		
Summer II	6/19/2026	8/13/2026	6/17/2027	~	8/12/2027	~			
Fall I	8/21/2026	10/15/2026	8/12/2027	8/12/2027	10/14/2027	12/9/2027			
Fall II	10/16/2026	12/10/2026	10/14/2027	~	12/9/2027				
Spring I	12/11/2026	2/18/2027	12/9/2027	12/9/2027					
Spring II	2/19/2027	4/15/2027							
Spring I	12/11/2026	2/18/2027	12/9/2027	12/9/2027					
Spring II	2/19/2027	4/15/2027							
Summer I	4/23/2027	6/17/2027							
Summer II	6/18/2027	8/12/2027							
Fall I	8/20/2027	10/14/2027							
Fall II	10/15/2027	12/9/2027							

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Aeronautics Campus

Description	START TERM DATE	END TERM DATE	PROJECTED GRAD DATE AAS AIRFRAME OR POWER PLANT 5 TERMS 45 WEEKS	PROJECTED GRAD DATE AAS AIRFRAME AND POWERPLANT TECHNOLOGY 7.75 TERMS 70 WEEKS
Spring II	2/23/2024	4/18/2024	12/12/2024	6/6/2025
Summer I	4/26/2024	6/20/2024	2/27/2025	8/1/2025
Summer II	6/21/2024	8/15/2024	4/17/2025	10/3/2025
Fall I	8/23/2024	10/17/2024	6/19/2025	11/28/2025
Fall II	10/18/2024	12/12/2024	8/14/2025	2/13/2026
Spring I	12/13/2024	2/20/2025	10/16/2025	4/9/2026
Spring II	2/21/2025	4/17/2025	12/11/2025	6/11/2026
Summer I	4/25/2025	6/19/2025	2/19/2026	8/6/2026
Summer II	6/20/2025	8/14/2025	4/16/2026	10/8/2026
Fall I	8/22/2025	10/16/2025	6/18/2026	12/3/2026
Fall II	10/17/2025	12/11/2025	8/13/2026	2/11/2027
Spring I	12/12/2025	2/19/2026	10/15/2026	4/8/2027
Spring II	2/20/2026	4/16/2026	12/10/2026	2/11/2027
Summer I	4/24/2026	6/18/2026	2/18/2027	4/8/2027
Summer II	6/19/2026	8/13/2026	4/15/2027	6/10/2027
Fall I	8/21/2026	10/15/2026	2/18/2027	8/5/2027
Fall II	10/16/2026	12/10/2026	4/15/2027	10/7/2027
Spring I	12/11/2026	2/18/2027	6/17/2027	12/2/2027
Spring II	2/19/2027	4/15/2027	8/12/2027	
Spring I	12/11/2026	2/18/2027	10/14/2027	
Spring II	2/19/2027	4/15/2027	12/9/2027	
Summer I	4/23/2027	6/17/2027		
Summer II	6/18/2027	8/12/2027		
Fall I	8/20/2027	10/14/2027		
Fall II	10/15/2027	12/9/2027		

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<u>Addendum</u>

<u>**Revision 1 – Effective 6/12/24**</u>

1. Page 16 – Changed the following regarding the BS. AM program.
    - Current: Completion of at least 30 credit hours in General Education.
    - Revision: Completion of at least 15 credit hours in General Education to include:
        a. 3 credit hours in Composition/Rhetoric
        b. 3 credit hours in college-level Math above the remedial Math level
        c. 3 credit hours in Humanities
    - Removed: Completion of at least six credit hours of lower-division accounting with a grade of C or better.

2. Page 92 – Replaced MGMT Strategic Management with ECON-2301 Principles of Macroeconomics. Changed General Education credits required from 12 to 15 and Core Courses credits required from 36 to 33.

3. Page 91 – Changed B.S. AM program description to read as follows:

    - Current: To pursue this completion degree, students must hold FAA Airframe and Powerplant (A&P) certifications and have successfully completed an accredited associate degree or a higher-level degree, ensuring the fulfillment of all necessary competencies.
    - Revision: To pursue this completion degree, students must hold FAA Airframe and Powerplant (A&P) certifications and have successfully completed an accredited associate degree or a higher-level degree, along with the other program specific requirements.

4. Page 46 – Updated link to ACCSC complaint page.
5. Page 38 – Remove registration fee notation in cancellation and tuition and fees refund policy.
    - 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.
    - If the student terminates or withdraws, the university will retain the registration fee.
6. Page 94. Change typo of course OML-5333 in the MBA- Marketing Concentration program to MKT-5333.
7. Page 10 –
    - Added ® to any mention of GI Bill®
    - Fixed typo Chapter 106 to read correctly as Chapter 1606
    - Removed Chapter 34

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- Added the following statement:
- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill

Revision 2 – Effective 7/24/24

1. Page 44 – added to NC-SARA complaint process. <u>This site includes information if a student wishes to file a complaint under SARA policies.</u>
2. Page 47 – added THECB current address and student complaints page with link.

Revision 3 – Effective 8/21/24

1. Page 16 - 18 – Changed nursing admission requirements.
2. Page 121 – Changed Pre-requisite for CPMT2398 from CPMT1351 to CPMT1352.
3. Page 149 & 150 - Change start date for Term 1 of 2025 and affected start dates going forward.

Revision 4 – Effective 8/28/24

1. Page 41 – Changed per credit hour from $550 to $435 and tuition from $33,000 to $26,100 for BSAM program.

Revision 5 – Effective 9/19/24

1. Page 115 & 119 – Changed the following:
CCIS-3320 Azure Data Fundamentals (3 Credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course is designed to impart foundational knowledge and skills related to core data concepts and how they are implemented using Microsoft Azure data services. Students will engage with the principles of relational and non-relational data, explore data processing options, and delve into data solutions with Azure. They will learn to identify the right data offering for their desired solution and how to work with relational data on Azure.

Change TO
CCIS-3320 Cloud Data Fundamentals (3 Credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course is designed to impart foundational knowledge and skills related to core data concepts and how they are implemented using various cloud-based data services. Students will engage with the principles of relational and non-relational data, explore data processing options, and delve into cloud-based data solutions.

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They will learn to identify the right data offering for their desired solution and how to work with relational data in a cloud environment. **Prerequisite: CCIS-3320**

CCIS-3325 Azure Administration (3 Credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course offers a deep dive into the management of cloud resources, focusing on best practices for deploying, configuring, and maintaining cloud infrastructure. Students will gain practical skills in overseeing various cloud platforms, with a strong emphasis on understanding cloud architecture, service models (IaaS, PaaS, SaaS), and deployment models (public, private, hybrid, community). They will also study security and compliance frameworks essential for protecting data in the cloud.

Change TO
CCIS-3325 Cloud Administration (3 Credits)
Hours: 64 Lecture: 32 Laboratory: 32
This course offers a deep dive into the management of cloud resources, focusing on best practices for deploying, configuring, and maintaining cloud infrastructure. Students will gain practical skills in overseeing various cloud platforms, with a strong emphasis on understanding cloud architecture, service models (IaaS, PaaS, SaaS), and deployment models (public, private, hybrid, community). They will also study security and compliance frameworks essential for protecting data in the cloud. **Prerequisite: CCIS-3320**

CCIS-4310 Azure Cloud Architect (3 Credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course offers a pathway to understanding the intricacies of architecting robust, scalable, and secure cloud solutions. Students will explore the fundamentals of cloud architecture, including core concepts of cloud services, cloud infrastructure design, and the various cloud service and deployment models. They will learn to design cloud environments that are resilient, cost-effective, and aligned with business objectives.

Change TO
CCIS-4310 Cloud Computing Architect (3 Credits)
Hours: 48 Lecture: 48 Laboratory: 0
This course offers a pathway to understanding the intricacies of architecting robust, scalable, and secure cloud solutions. Students will explore the fundamentals of cloud architecture, including core concepts of cloud services, cloud infrastructure design, and the various cloud service and deployment models. They will learn to design cloud environments that are resilient, cost-effective, and aligned with business objectives. **Prerequisite: CCIS- 3325**

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