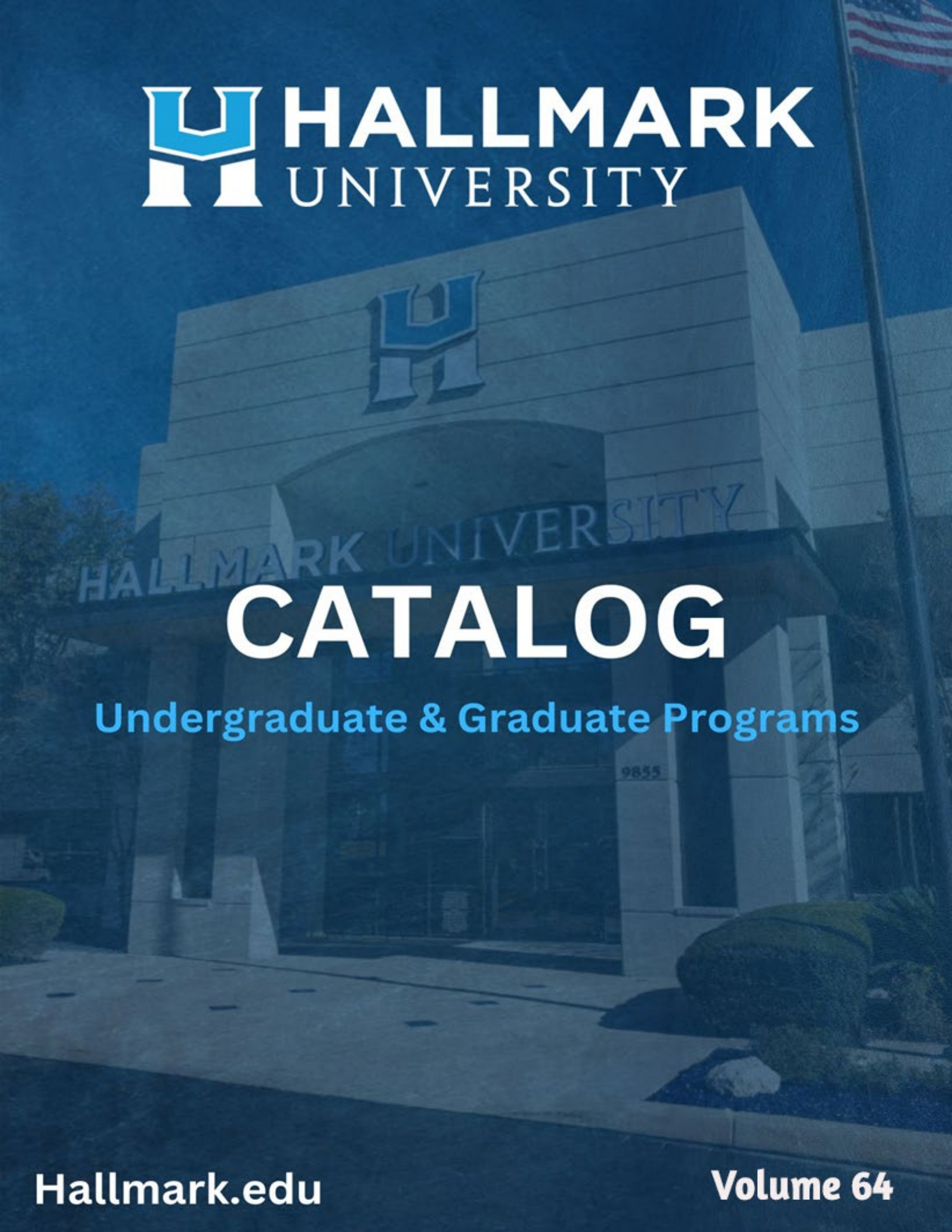


HALLMARK UNIVERSITY

CATALOG

Undergraduate & Graduate Programs

Hallmark.edu

Volume 64

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University Catalog

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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 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 ready to work. 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" (knowledge), "Artis" (skills), and "Virtus" (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 have the right to opt out of participation in or agreement with 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.

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.

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 students desiring to go above and beyond the compulsory components of the Hallmark Character Education & Development Program (HCEDP), and graduate with distinction, they may choose to earn Character With Distinction (CWD), CWD-Gold, CWD-Platinum, and the Presidential Character Scholar Designation. Further information pertaining to the achievement of these various levels of character development is contained in our Academic Character With Distinction (CWD) Recognition document, which can be found HERE or contact Doug Heintz at dheintz@hallmark.edu.

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.
- Hallmark University is a candidate for accreditation by The Commission on Colleges and Universities to award associate, baccalaureate, and master's degrees. Hallmark University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the status of Hallmark University may be directed in writing to the The Commission on Colleges and Universities at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on The Commission on Colleges and Universities website www.sacscoc.org.

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 the Professional Aviation Maintenance Association, the Aviation Technical Education Council, and the 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), and Certified Youth Training Provider.

Authorized Test Centers:

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

HOURS OF OPERATIONS

Administrative Offices & Student Affairs Business Hours

8:00 am to 5:00 pm Monday – Thursday
8:00 am to 5:00 pm Friday
Saturday by appointment only

Main Campus	8:00 am to 5:00 pm Monday – Thursday 8:00 am to 5:00 pm Friday Saturday by appointment only

Campus Class Hours

Day/Evening Classes	8:00am to 10:40 pm Monday - Friday
Saturday Classes	9:00 am to 3:00 pm (4) Saturdays each term

University Holidays

Holiday	2025	2026	2027
New Year's Day	Jan. 1st	Jan. 1st	Jan. 1st
Martin Luther King Jr.*	Jan. 20th	Jan. 19th	Jan. 18th
Good Friday	April 18th	April 3rd	March 26th
Student Spring Break*	April 18th – April 24th	April 17th – April 23rd	April 16th – April 22nd
Memorial Day	May 26th	May 25th	May 31st
Juneteenth	June 19th	June 19th	June 19th
Independence Day	July 4th	July 3rd	July 5th
Student Summer Break*	Aug. 15th – Aug. 21st	Aug. 14th – Aug. 20th	Aug. 13th – Aug. 19th
Labor Day	Sep. 1st	Sep. 7th	Sep. 6th
Thanksgiving	Nov. 27th & 28th	Nov. 26th & 27th	Nov. 25h & 26th
Student Winter Break*	Dec. 22nd – Jan. 4th	Dec. 21st – Jan. 3rd	Dec. 20th – Jan. 2nd
Christmas	Dec. 24th & 25th	Dec. 24th & 25th	Dec. 24th

**Student only holiday – Employee Workday*

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 approval from the Texas Veterans Commission for veteran training and from 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.

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 country where English is not the official language 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 Program chair or dean or the VP of Academic Affairs.

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 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) and (AICE) Association of International Credential Evaluation). For a list of approved evaluation companies, applicants can refer to NACES or AICE 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.

PROGRAM SPECIFIC ADDITIONAL REQUIREMENTS

College of Aeronautics

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

- Wonderlic Scholastic Level Exam: Applicants may take the admission assessment, Wonderlic Scholastic Level exam, published by the Wonderlic Personnel Test, Inc. Scores 15 or above on the Wonderlic may be considered for full acceptance. Each candidate is allowed to make two attempts.
- Students who do not achieve the required score on the Wonderlic after two attempts are permitted to take the Aviation Assessment and must score at least 70 to qualify.
- Each candidate is allowed a maximum of four attempts per recruiting period to meet the required assessment score: two attempts on the Wonderlic and, if needed, two attempts on the Aviation Assessment.

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):**

    - 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 5 years 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 a minimum of 52% on both the Math and Reading sections.
    - **Bachelor of Science in Nursing:** Achieve at least 60% overall and a 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 complete 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:**
    - **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).
    - **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 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.
    - **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:

- **Requirement:** Applicants must submit a negative urine drug screen.
- **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 Chair/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 and Aviation Maintenance Management programs who have completed a minimum of 60 credit hours and have a cumulative GPA of 3.00 or higher qualify for dual credit of up to 12 credit hours within their concentrations. 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 matching concentrations. Students who secure a letter grade below B will earn only undergraduate credit for the course.

Master of Science in Cybersecurity

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 Program Chair for the School of Information Technology or the Dean of Academic Operations 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 for 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's 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 areas of competence. The University may place limits on freedom of expression as deemed appropriate by the bylaws.

Academic Honesty Policy

In line with its educational philosophy, 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 violates 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 Canvas or other password-protected sites. Students are responsible for protecting their access to these materials, many of which are copyrighted.
7. Unauthorized Use of AI on Assignments – The university encourages the ethical and responsible use of AI tools. Students may use AI to support their work if used transparently and with instructor approval. However, using AI to generate, edit, or revise content in a way that misrepresents the student's own effort and understanding is considered a violation of academic honesty.

Instructors are required to inform the Program chair or dean of the student's program of study in writing of any incidence of Academic Dishonesty. The Program chair or 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 repeated violations 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 electronically by the Office of the Registrar at Hallmark University or delivered 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.

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, a 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 be handled under the Student Grievance, Complaint, or Appeals Policy.

B.S. Artificial Intelligence

Transfer of Credit

Applicants transferring credit into the Bachelor of Science in Artificial Intelligence (BSAI) program must meet the University's transfer credit requirements. Official transcripts must be submitted from all previously attended institutions to evaluate course equivalency.

Transfer credit may be awarded for mathematics courses that align with the content, rigor, and learning outcomes of Hallmark University's mathematics curriculum along with a grade of C or higher. Applicable coursework may include:

- College Algebra**
- Precalculus
- Calculus I or higher
- Discrete Mathematics
- Linear Algebra

All mathematics courses considered for transfer credit must have been completed within the past two years**.**

****College Algebra Transfer Guidelines – When only transferring in College Algebra**

If a student is only transferring in College Algebra, the course must have been completed with a grade of B or better in the last two years for it to be accepted for transfer credit.

If College Algebra was completed more than two years prior to admission, the student may demonstrate current proficiency by completing one of the following:

- ACCUPLACER assessment with a score ≥ 250
- ACT with a score ≥ 22
- SAT with a score ≥ 530
- Challenge the course in accordance with the Course Challenge Policy.

Once course equivalency and applicable transfer requirements are confirmed, approved transfer credit will be applied to the student's degree plan.

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 of challenging.

To begin the challenge process, the student must request a personal interview with the Program Chair or 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 Program Chair or Dean approves the course challenge, they will coordinate with the appropriate instructor to administer a comprehensive examination.

To proceed with the challenge, the student must prepay the Course Challenge fee for each course and achieve a grade of 85% or higher to 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 the Student Academic Progress evaluation or contribute to the calculation of the University's 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, hybrid, and online program courses. Two (2) grading periods are considered one (1) academic semester for the day, evening, hybrid, and online program courses.

Aeronautics Programs: 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, hybrid, 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, hybrid, and online program courses.

Aeronautics Programs: 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:

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 Programs: 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 second digit indicates the number of credits (Example: General education course, ENGL-1301, is three (3) credits, and Aviation course, AGS-1125 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.

School of Nursing: Separate course section codes are used to clearly distinguish between lecture, clinical, and lab components. The primary course code represents the combined instructional experience and reflects the total required contact hours across all components.

Example:
BSN-2510 Fundamentals of Nursing 2 with Clinical (5 credits)
Total Hours: 112 (Lecture: 48 Labortory: 32 Clinical: 32)

- Associated component sections:
  - BSN-2010C (Clinical)
  - BSN-2010L (Lab)

Multiple lab and clinical section codes may be scheduled under a single primary course to accommodate enrollment limits and clinical site capacity. Course descriptions include a detailed breakdown of the total contact hours by lecture, lab, and clinical.

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 Program chair or 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 regulations 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 the 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.

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.

ACADEMIC PROBATION AND FINANCIAL AID WARNING

Student compliance regarding 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 meet SAP requirements, regardless of whether they are a first-time applicant or have received financial aid previously. Any financial assistance offered for the projected terms is subject to cancellation if the minimum SAP standards are not met in the term under evaluation. Status notifications will be communicated electronically to the students' Hallmark University e-mail addresses. Due to the short time between terms, students are advised to check their SAP status via their student portal account at the start of each 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 Program chair or 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 be

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 orobation 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 Program Chair or 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 is permitted only at the beginning of a grading period and is contingent 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 VP of Academic Affairs in writing and will receive a response within five (5) business days. See Student Appeals Procedure for Academic, Attendance, or Conduct Dismissal.

Grade Point and Grade Point Average (GPA)

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

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

University Credits	
Grade	Point
P – Pass/Fail	4 per credit hour
A	4 per credit hour
B	3 per credit hour
C	2 per credit hour
F	0 per credit hour
F – Pass/Fail	0 per credit hour

Transfer Credits	
Grade	Point
TA	4 per credit hour
TB	3 per credit hour
TC	2 per credit hour

Drop Grade	
Grade	Point
WF – Withdrawn Failing	0 per credit hour

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

Letter Grade Scale				
Grade	Description	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				
Grade	Description	Low	High	QP's
P	Pass/Fail Passing Cr	0	0	4
F	Pass/Fail Failed Cr	0	0	0

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 a student needs to repeat a course due to failure, Hallmark University will permit them to retake 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 VP of Academic Affairs. If a retake is required, the projected graduation date may be extended based on the rescheduling and the failed course(s) and courses remaining to complete the program. The scheduling of repeated courses is based upon seat availability and prerequisite course requirements.

A student who fails the same nursing course twice, or who fails two different nursing courses at any point during the program, will be dismissed from the Nursing Program. Dismissal under this policy is considered permanent, and the student will not be eligible for re-entry or readmission to the Nursing Program. This policy applies to all courses designated as part of the Nursing Program curriculum, including both prerequisite and core nursing courses.

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' transcripts. 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.

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 Program chair or dean and the University VP of Academic Affairs may conduct an exit interview. The Financial Planning Office will calculate a revised tuition charge or refund. If a student who withdraws has

received financial aid, he/she may be subject to the loss of some or the entire financial aid award and may be held responsible for 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 crucial to your professional development and success 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 their 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, program chair, or 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 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, a Program chair or dean or the University VP of Academic Affairs 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 a Program Chair, Dean or the University VP of Academic Affairs. 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.

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 capstone project.
2. Successfully achieve a passing grade on their 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.

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.

Scholarships

A complete listing of all available scholarships can be found on our website or by clicking here.

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.

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).

Tuition and Fees

PROGRAM TITLE	COST PER CREDIT	TOTAL CREDIT HOURS	TUITION	LAB/ACTIVITY/ MATERIALS FEE (PER TERM)	NUMBER OF WEEKS	TECHNOLOGY FEE (PER TERM)
BS Artificial Intelligence	$550	120	$66,000.00	$100.00	126	$125.00
BS Information Systems	$550	120	$66,000.00	$100.00	126	$125.00
BS Cybersecurity	$550	120	$66,000.00	$100.00	126	$125.00
BS Cloud Computing	$550	120	$66,000.00	$100.00	126	$125.00
MS Cybersecurity	$595	36	$21,420.00	$100.00	52	$125.00
BS Aviation Maintenance Management (Completion Degree)	$435	60	$26,100.00	N/A	90	$125.00
BS Business Management	$550	120	$66,000.00	$150.00	126	$125.00
Master of Business Administration	$595	36	$21,420.00	N/A	52	$125.00
BS Nursing	$550	120	$66,000.00	$505.00	144	$125.00
Vocational Nursing	$475	48	$22,800.00	N/A	52	$125.00
AAS Airframe/Powerplant Techonology Combined	$435	96	$41,760.00	$1,350.00*	70	$125.00
AAS Airframe Technology	$435	62	$26,970.00	$675.00*	45	$125.00
AAS Powerplant Technology	$435	64	$27,840.00	$675.00*	45	$125.00
AAS Unmanned Systems Aircraft Technology	$435	60	$26,100.00	$125.00	56	$125.00
Single Subject [1]	$550		N/A	N/A		$125.00

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
Security Fee	$150
Campus Specific Fees	
MAIN CAMPUS	
Parking Fine (fines increase by $20 per infraction)	$20
Replacement ID	$5
GRADUATION FEES	
Master's Degree	$75
Bachelor's Degree	$75
Associate degree	$75
Certificate	$75
All Online Degree Programs	$75

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

*Students entering an Aviation program, with an existing A&P License, will not be charged the Lab Fee. AV Lab fee is a one-time fee.

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

Military, active duty, and their spouses 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).

Transfer credit and repetition of course charges 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 several 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	Program Chair
Level 3	Program Dean

A student who is subject to academic, attendance, or conduct dismissal may appeal the decision to the University VP of Academic Affairs. The appeal must be made within five (5) 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 ten (10) business days from receipt of the appeal.

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

Please direct all inquiries:

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

A copy of the Commission's Complaint Form may be obtained at 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, Program Dean, Program Chair, appropriate Hallmark University staff member, or advisor
Level 2	VP, Academic Affairs
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 procedures shall fully govern this agreement, excluding all state arbitration laws, irrespective of the location of the arbitration proceedings or the nature of the court in which any related proceedings may be brought. Any such arbitration shall be the sole remedy for resolving 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, where 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 should 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

Hallmark University provides students with the right to appeal an academic, attendance, or conduct dismissal. Appeals must be based on one or more of the following:

1. A significant procedural error that affected the outcome.
2. New evidence that was not available at the time of the original decision.
3. A sanction that is clearly disproportionate to the violation.

Appeal Process

Step 1 – Appeal to the University VP of Academic Affairs

- File a written appeal within 5 business days of the dismissal notice.
- The appeal must state the grounds, provide supporting evidence, and include the outcome requested.
- The VP will review and respond in writing within 10 business days.
- Should the student wish to contest the decision rendered in Step 1, they may advance to Step 2 by submitting a written appeal in accordance with the requirements outlined below.

Step 2 – Final Appeal to the President/CEO

- If dissatisfied with Step 1, submit a written appeal to the President/CEO within 5 business days of the Vice President's decision.
- The President/CEO will review the record and issue a final decision within 10 business days.

Additional Guidelines

- Dismissals remain in effect during the appeal unless provisional attendance is approved for academic or attendance dismissals only.
- Failure to meet deadlines at any stage ends the appeal process.
- After all internal steps are completed, students may contact the Texas Higher Education Coordinating Board or the University's accreditor, Accrediting Commission of Career Schools and Colleges (ACCSC).

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.

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 manage, 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.

Student Complaint 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 people 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.

STUDENT INFORMATION

Policy on Protecting Students' 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 ensuring the broadest possible freedom for 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 regard to their educational records. FERPA grants parents and eligible students certain rights concerning their education records. Specifically, it affords students the right to:

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

- Request the amendment of inaccurate, misleading, or a violation of privacy records. To request amendment of an education record, submit a written, dated request to the Office of the Registrar, Program chair or dean, or the University VP of Academic Affairs, clearly identifying the part of the record to be changed and specifying 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, may review an education record to fulfill a professional responsibility. 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

Security of Student Information

Hallmark University provides each enrolled student with a unique login credential to access online services, such as Canvas LMS, Colleague Experience, Colleague Self-Service, Windows 365, and more, as outlined in the Distance Learning Authentication Policy. The university operates an on-premises Microsoft Active Directory, synchronized with Microsoft's Azure Active Directory (Azure AD) cloud environment, to maintain and secure access to these credentials.

We utilize the Microsoft Azure AD and Identity Services platform to enhance security for identity protection and verification. Two key features of this platform include mandatory multi-factor authentication (MFA) and Azure Identity Protection through enterprise applications. All accounts are required to enroll in MFA during the initial login, necessitating new students to register their accounts with a mobile phone number or an authenticator application. This device is then used as an additional identity verification method alongside the student's username and password.

We actively block login attempts from other countries to safeguard our systems further. Microsoft Azure Identity Protection monitors at-risk events for all student accounts. This system tracks and reports data related to student logins, including logins from unrecognized devices, multiple concurrent logins, logins from high-risk geographical areas, and logins from various locations, among other factors. If an account is compromised, we enforce mandatory password resets, revocation of tokens, and termination or blocking of sessions.

Access to all university systems is encrypted using Transport Layer Security (TLS) or Secure Socket Layer (SSL), with certificates provided by DigiCert. These certificates ensure the server's identity, assuring students that the university's websites are secure. Student logins are encrypted with a 2048-bit RSA – Rights Management and TLS 1.2 plus 256-bit cipher encryption for the Windows 365 authentication.

According to the Distance Learner Authentication Policy, students are required to acknowledge the Academic Honesty Policy, the Professional Code of Conduct Policy, and the Computing/Internet Policy. These policies explicitly prohibit cheating, giving or receiving unauthorized assistance on coursework, allowing unauthorized individuals access to university computers or networks, and sharing Hallmark usernames and passwords with others.

At enrollment, each student's identity is verified using a picture ID, and any student receiving financial aid must also comply with federal identification requirements. Hallmark University adheres to all guidelines established by the Family Educational Rights and Privacy Act (FERPA). Records of student activity in distance education courses are subject to all FERPA regulations. More information about FERPA can be found in the university catalog. No mandatory fees are charged for verifying student identity.

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	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, signed statement to the Office of the Registrar requesting that the restriction be removed.

Students may opt out of 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 specified individuals permission to inquire about information, including but not limited to attendance, grades, academic standing, financial obligations, and academic performance. 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.

Student Identity Verification in Distance Education

Hallmark University verifies the identity of all students who participate in distance education courses and programs to ensure that the individual who registers is the same individual who engages in and completes academic work. The University utilizes secure authentication methods, including unique user credentials and access to institutional systems, to maintain the integrity of its academic programs.

The University protects the privacy of student information in accordance with applicable federal laws, including the Family Educational Rights and Privacy Act. All student data collected for identity verification purposes is securely maintained and accessible only to authorized

personnel.

At this time, Hallmark University does not charge additional fees for standard identity verification processes. Should enhanced identity verification methods that require a fee be implemented in the future, the University will clearly notify students of any such charges in advance of enrollment or course registration.

By enrolling in distance education courses or programs, students acknowledge and agree to comply with the University's identity verification requirements.

Non-Discrimination Notice

Hallmark University is committed to an academic environment free from discrimination. The University prohibits such conduct against any student based on race, color, religion, national origin, age, disability, veteran status, gender identity, and sexual orientation, as well as any other characteristic protected by law. Faculty, staff, and administrators share responsibility for upholding this policy across all programs, services, and activities.

Non-Discrimination: Disability Policy

This policy describes Hallmark University's role in ensuring that students with disabilities receive appropriate accommodations for 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 its implementing regulations at 34 C.F.R. Part 104.

These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. The institution must ensure that its academic requirements do not discriminate against people 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 includes changes in the time allowed to complete requirements and adaptations to the way specific courses or examinations are conducted.

Hallmark University is committed to providing reasonable accommodations and individual attention to qualified students with disabilities 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 students' 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 VP of Academic Affairs, and/or the Program chair or 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
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 manage inquiries regarding the non-discrimination policies for Hallmark University:

The Office of Regulatory Compliance
Hallmark University, Main Campus
9855 Westover Hills Blvd.
San Antonio, TX 78251-4108
Telephone Number: (210) 969-7505

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

GENERAL POLICIES AND PROCEDURES

Right to Know

Students have a right to know graduation rates, job placement/employment statistics, crime statistics, and 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 help students find suitable, affordable housing. Assistance is provided in arranging for carpooling, public bus transportation, and student-discounted fares. Student Affairs provides guidance to students who need to access services through community and government assistance programs, such as health care (medical, dental, and/or mental), locating religious facilities, part-time employment, daycare facilities, and other supportive services available in the area. Student Affairs oversees all student organizations and facilitates campus events, including orientation, award ceremonies, and graduation. The Student Affairs Department will also assist students with their necessary ADA accommodations.

Career Services

The Career Services Department is available to help students develop 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 through resume-writing and interviewing workshops, while offering practical advice on professional appearance, presentation skills, attitude, and other essential employability skills.

The department's focus is to provide career and professional development guidance to enable the ongoing 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 three 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 Chair for scheduling special assistance as needed. Academic advisors or the Program Chair 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 classes is done at the discretion of the university. 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.

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	20:1/10:1	36:1/10:1
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 necessitate the discontinuation of 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. In the event of inclement weather, Hallmark University may shift classes to an online format, and this determination will be made by the Program Dean. 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 student's responsibility to exercise caution and decide whether to risk attending class. Should the student decide not to attend class, the student must contact the instructor about up 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 top priority at Hallmark University. Everyone in the campus community is encouraged to participate in creating a safe environment and report all safety concerns to Security@Hallmark.edu. 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.

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 strives to maintain a safe and distraction-free academic environment. Minors (under 18 and not enrolled at the University) must be accompanied and supervised by a parent, guardian, or responsible adult at all times.

Minors are not permitted in classrooms, laboratories, or instructional areas while classes are in session, regardless of instructor permission. The only exception is for minors participating in an official, scheduled admissions appointment, under the supervision of their parent, guardian, or authorized University representative.

Minors may attend University sponsored events if the event is specifically designated as open to minors, and adequate adult supervision is provided.

Minors are prohibited from entering laboratories, shop areas, or other safety-restricted spaces unless part of a university approved program designed for minors.

Individuals who violate this policy may be asked to remove the minor from campus.

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 the recurrence of any harassment and to correct its discriminatory effects.

Drug-Free Program

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

The University believes it has the right and obligation to maintain a safe, healthy, and efficient environment for all its employees, staff, and students, and to protect the organization's property, information, equipment, operations, and reputation. To further expresses its intent, through its Drug-Free Program, and to comply with Federal and State rules, regulations, or laws that relate to

the maintenance of an environment free from illegal drugs and alcohol. As a condition of enrollment, all students are required to abide by the terms of this policy. Hallmark University reserves the right to administer drug testing at its discretion. For further information, refer to Hallmark University's Drug-Free Policy that is given as part of the Orientation Process. Students are required to agree and abide by all the conditions of enrollment, as outlined in the Drug-Free Policy.

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, externships, 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.

Service and Emotional Policy

Hallmark University is committed to ensuring equal access and reasonable accommodations for qualified students with disabilities, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable state laws. This policy establishes guidelines for the presence of service animals on campus and clarifies the legal distinction between service animals and emotional support animals (ESAs).

Service animals, defined by the ADA as dogs (or in some cases, miniature horses) trained to perform specific tasks related to a person's disability, are generally allowed in all public campus areas. They must be under the handler's control and meet health and safety standards. Documentation is not required unless the need for the animal is not apparent. Students in clinical programs should consult program-specific policies for additional requirements. In contrast, ESAs—while providing emotional comfort—are not recognized as service animals under the ADA and are not permitted in university buildings or clinical settings.

Concerns or Questions

Students with questions about service animals or accommodations should contact:

Student Affairs
Cherie Franks, Student Support Services
Email: cfranks@hallmark.edu
Phone: 210-690-9000
Location: Student Affairs Office, 1st floor

College of Aeronautics Dress Code

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

- **Polos and Trousers:** Only official Hallmark University or approved student organization polos are permitted.

    - Polos 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.

    - Trousers or shorts with holes and/or tears/fraying are not authorized.
- **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.

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 Identification Display Area), including but not limited to cellular phones, tablets, etc., unless authorized by the Dean of the College of Aeronautics for university purposes.
9. Sleeping, eating, or smoking in classrooms or laboratories is prohibited.
10. Vehicles must be parked in designated student parking areas. Refer to the Guidelines on Parking.
11. Sexual harassment of students and employees; sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or
12. offensive environment for the student or employee. See policy description under Sexual Harassment/Sexual Violence.
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 a Program Dean or the University VP of Academic Affairs. 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 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, Canvas, etc.). Misuse of this information is strictly prohibited.
6. Conducting any profit-making or commercial activity from Hallmark University's computer facilities.
7. Violating copyright or license requirements.
8. Violating any computer security rules, regulations, or laws of the following:

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

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

Modification Policy

Hallmark University reserves the right to modify the curriculum, class schedules, tuition rates, school calendar, faculty, and administration. The university may change or cancel scheduled classes before 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.

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 approximated 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 VP of Academic Affairs or a Program Chair 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.

Bullying and Harassment Policy

Hallmark University collaborates 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 is central to our mission. However, harassment and bullying will not be tolerated, and Hallmark University affirms that it is a safe place for all students.

Harassment is unwelcome conduct (verbal, physical, written, or electronic) directed at an individual or group that, based on the totality of the circumstances, is so severe or pervasive that a reasonable person would find it objectively offensive, and it materially disrupts or unreasonably interferes with a student's educational access, opportunities, or participation.

Bullying is defined as repeated, unwanted, or aggressive behavior (verbal, physical, social, or electronic) that intimidates, humiliates, excludes, or harms another individual. Examples include, but are not limited to:

- Verbal abuse, insults, or threats
- Spreading malicious rumors or gossip
- Purposeful exclusion from academic or social activities
- Misuse of authority or influence to cause harm
- Online harassment or cyberbullying
- Reporting and Intervention

Students are encouraged to report all incidents of harassment or bullying so that the University can address them before the situation escalates. Reports may be submitted to the Student Affairs Office and may be made confidentially. Retaliation against individuals who report concerns is strictly prohibited.

Hallmark University has systems in place to intervene if a student's conduct could endanger others. Confirmed incidents of bullying or harassment may result in disciplinary action, up to and including suspension, expulsion, or termination from the university, depending on the severity of the conduct.

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 training hangar is located on JBSA-Kelly Field at 405 N Frank Luke Dr., San Antonio, TX 78226, occupying nearly 12,000 square feet. There is a single classroom, Instructor workroom, student break area, and lavatories on site.

The hangar has direct access to the ramp of JBSA-Kelly Field.

There are specific laboratory areas within the hangar space to facilitate student learning.

- A reciprocating engine lab to train students on theory and operation, maintenance practices, and inspection of aircraft reciprocating engines.
- A turbine engine lab to train students on theory and operation, maintenance practices, and inspection of aircraft turbine engines.
- A structures lab to train students on metallic and non-metallic structures fabrication, maintenance practices, and inspections.
- An aircraft systems lab to train students on theory and operation, maintenance practices, and inspection of aircraft systems (ex. landing gear systems, hydraulic and pneumatic systems, aircraft fuel systems, etc.).

The College of Aeronautics also maintains multiple aircraft. The following aircraft are used to train students on theory and operation, maintenance practices, and inspection techniques.

- Cessna 150M
- Cessna 210B
- Robinson R22

The College of Aeronautics is certified by the Federal Aviation Administration (FAA) as an Aviation Maintenance Technician School (AMTS), certified under Title 14 of the Code of Federal Regulations (CFR) Part 147.

Learning Resource System

The Virtual Library is an extensive online resource hub that connects users to a vast array of information via ProQuest. Spanning six centuries and covering multiple disciplines, ProQuest offers access to dissertations, theses, newspapers, magazines, over 450,000 eBooks, scholarly journals, and a digital vault containing over 78,000 streaming videos. Accessible 24/7 and fully mobile-enabled, this cross-searchable platform empowers users in their academic endeavors. Additionally, Grammarly offers grammar and plagiarism checking to enhance academic work.

The Hallmark University Library provides tutoring services and resources to support academic writing and critical thinking. The Hallmark University Library also offers a supportive environment for academic growth and success. The Hallmark Library remains focused on continuous improvement, enriching the learning experience for its users.

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.

Please note: The student handbook outlines the specific eligibility requirements for obtaining a voucher based on each academic program. Students are encouraged to consult the handbook for detailed guidance and criteria relevant to their program.

PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

Arts and Science (General Education)

School of Nursing

School of Business & Technology

School of Information Technology

College of Aeronautics

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 a 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-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.

MATH-2312 Precalculus (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Prepares students for Calculus with a study of functions, trigonometry, exponential and logarithmic models, and analytic geometry. Focus on modeling and problem-solving. **Prerequisite: MATH 1314**

MATH-2313 Calculus I (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Introduces limits, derivatives, and integrals of single-variable functions with applications to rates, optimization, and area. Emphasis on conceptual understanding and computational fluency. **Prerequisite: MATH 2312**

MATH-2315 Discrete Mathematics
Hours: 48 Lecture: 0 Laboratory: 0

Covers logic, sets, functions, relations, counting, recursion, and graphs with applications to algorithms and data structures. Emphasis on proof techniques and discrete models used in computer science. **Prerequisite: MATH 1314**

Math-3315 Linear Algebra for AI
Hours: 48 Lecture: 0 Laboratory: 0

Matrix operations, vector spaces, linear transformations, eigenvalues, eigenvectors, and numerical considerations central to machine learning. Applications include least squares, PCA, and stability. **Prerequisite: MATH 2313**

PHYS 1401 College Physics I (Mechanics & Waves)
Hours: 64 Lecture: 48 Laboratory: 16

Algebra/calculus-based introduction to kinematics, Newtonian mechanics, work/energy, momentum, rotation, oscillations, and waves. Laboratory emphasizes measurement, uncertainty, and modeling physical systems relevant to sensing and robotics.

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.

PSYC-2316 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.

School of Nursing

Health Records and Requirements for Nursing Students:

The following health records and requirements are mandatory for all nursing students to progress in both the BSN (Bachelor of Science in Nursing) and VN (Vocational Nursing) programs. All required documentation must be submitted by the end of the first grading period following the completion of prerequisites for BSN students and by the end of the first grading period for VN students.

Failure to meet these deadlines will result in:

- The student being withdrawn from the nursing program and required to re-apply to the University.

Any exceptions to these deadlines may only be granted by the Dean of Nursing.

Health Records

Immunizations

COVID Vaccine – Not required for program entry, however the vaccine may be required for certain clinical experiences.

Hepatitis B – A complete immunization series (2, 3 or 4 dose series) is required before the start of the program for entry. Immunization series may require more than 6 months to complete. Program entry is permitted if the vaccination series is still in progress.

- Hepatitis B vaccine series (at 0, 1, 6-month schedule), or
- Hepatitis A/B vaccine series (at 0, 1, 6-month schedule), or
- Hepatitis A/B vaccine series (alternative schedule of doses at 0, 7 days, 21- 31 days, and a booster dose 12 months after the first dose).
- Hepatitis B Surface Antibody Titer documents are required if vaccination series was completed within 3 years.

Influenza (Flu) – One dose of the influenza vaccine annually within the current season. (For August and December admissions only).

Measles, Mumps, Rubella (MMR) – Two doses of measles and mumps virus containing vaccine or laboratory confirmation of past infection are required.

Tetanus (Td or Tdap) - Immunization within the past 10 years and Td boosters every 10 years thereafter.

Varicella (also known as chicken pox) - Two immunizations given four weeks apart or provide proof of immunity by a positive titer result.

Other Requirements

Basic Life Support (BLS)

Students are required to be certified in and maintain current certification in Basic Life Support (BLS). Only the American Health Association (AHA) or the American Red Cross BLS courses will be accepted. Also, only the in-person or hybrid versions of these courses meet this requirement. Entirely online courses will not be accepted.

Health Insurance

All students are required to have health insurance. The student's full name must be on the provided insurance card or another suitable form indicating proof of coverage must be provided. Coverage must be effective for the area where the student will be attending the program

Texas Board of Nursing Criminal Background Check (CBC)

All nursing students must submit to and satisfactorily complete a criminal background check and review conducted via the Texas Board of Nursing (TBON) as a condition of admission. This mandatory CBC may result in one of the following outcomes:

- A "Blue Card" being issued to the student. The blue card is a clearance card issued by TBON indicating that the student is eligible to participate in clinical coursework. This card must be submitted as part of the students' required documentation.

- A need for a Declaratory Order. A Declaratory Order may be required if there is any history related to criminal activity, alcohol/substance abuse, or mental illness. It is the student's responsibility to read and respond, if needed, to the Order. The results of the Declaratory Order must be submitted as part of the students' required documentation.

Tuberculin Skin Test/PPD

The completion of a tuberculin skin test within the last 12 months, OR TB blood test (QuantiFERON®-TB Gold Plus (QFT-Plus)) is required. If a student has a history of a previous positive skin test, documentation of a negative/normal chest x-ray during the preceding twelve months will be required.

Vocational Nursing (Certificate)

The Hallmark University Vocational Nursing (VN) certificate program is designed to prepare vocational nurses to practice in accordance with established ethical, legal, and professional standards. Aligned with the University's mission, the program is completed in 12 months of full-time study and equips entry-level graduates with the competencies necessary to provide nursing care within their defined scope of practice under appropriate supervision.

Graduates are trained to employ a systematic problem-solving approach, delivering individualized, goal-directed care to multiple patients while collaborating effectively with interdisciplinary teams and families. The curriculum emphasizes technical proficiency, computer literacy, experiential learning, and the integration of clinical equipment. These skills are further strengthened using simulation laboratories.

Nursing education within the program fosters the foundational knowledge and skills essential for entry into a rapidly evolving, technologically advanced profession. It also supports the development of habits that promote lifelong learning and personal and professional growth.

Upon successful completion of the program, an affidavit of graduation is submitted on behalf of the student to the Texas Board of Nursing (TBON). TBON utilizes this affidavit to determine eligibility for the NCLEX-PN examination, which, upon successful completion, leads to licensure as a vocational nurse in the state of Texas.

Degree Requirement Courses				
Clock Hours Required	Courses	Course Title	Credit Hours	Clock Hours
Core Courses				
1359	MDCA-1409	Anatomy & Physiology	4	80
	MDCA-1313	Medical Terminology	3	64
	VN-0107	Vocational Nursing Fundamentals	7	235
	HPRS-1402	Fundamentals of Pharmacology	4	68
	VN-0116	Medical-Surgical I	6	195
	VN-0123	Mental Health Concepts	3	88
	VN-0126	Medical-Surgical II	6	195
	VN-0134	Maternal-Newborn	4	128
	VN-0144	Pediatrics	4	128
	VN-0154	Leadership & Transition	4	130
	VN-0163	Capstone/NCLEX Prep	3	48

Bachelor of Science Nursing

The Hallmark University Bachelor of Science in Nursing (BSN) program is designed to educate and develop professional nurses who are prepared to practice in accordance with established legal, ethical, and professional standards. Graduates acquire the knowledge and skills necessary to provide direct nursing care and coordinate care for a limited number of patients across diverse healthcare settings, addressing both predictable and unpredictable health needs of individuals and families.

Aligned with the University's mission to deliver effective, innovative, and leading-edge educational opportunities, the School of Nursing offers a structured, evidence-based program of study that integrates theoretical knowledge, clinical skills, and professional competencies to prepare students for practice. This approach supports the development of critical thinking, clinical judgment, and technical proficiency through hands-on skills labs, simulations, and experiential learning activities.

Hallmark University offers an exceptional educational experience for students seeking an accelerated, year-round degree plan within a supportive learning environment. Benefits include small class sizes, readily accessible tutoring services, and proactive faculty advising. The BSN program consists of 120 credit hours completed over 32 months of full-time study. Students complete general education prerequisites during the first three terms, followed by 13 terms of focused nursing coursework. The program follows a linear progression model in which successful completion of each term—with a minimum grade of "C" in all courses—is required before advancing to the next level.

Upon successful completion of the program, an affidavit of graduation is submitted on the student's behalf to the Texas Board of Nursing (TBON). TBON utilizes this affidavit to determine eligibility for the NCLEX-RN examination, which, upon successful completion, leads to licensure as a registered nurse in the state of Texas.

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	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 with Clinical	5	112
	BSN-2530	Obstetrics Nursing with Clinical	5	112
	BSN-2820	Medical Surgical Nursing 1 with Clinical	8	192
	BSN-3355	Nursing Research and Evidence Based Practice	3	48
	BSN-3510	Pediatrics Nursing with Clinical	5	112
	BSN-3530	Mental Health Nursing with Clinical	5	112
	BSN-3540	Community Health Nursing with Clinical	5	112
	BSN-3820	Medical Surgical Nursing 2 with Clinical	8	192
	BSN-4525	Advanced Medical-Surgical Nursing 3 with Clinical	5	112
	BSN-4545	Capstone I – Transition to Practice	5	112
	BSN-4555	Capstone II – Entry to Practice	5	128

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: 32 Clinical: 32

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: 0 Clinical: 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 HPRS-3355**

BSN-2820 Medical-Surgical Nursing I with Clinical (8 credits)
Hours: 192 Lecture: 64 Laboratory: 32 Clinical: 96

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 BSN-4525 and HPRS-3335, Concurrent registration with HPRS-4350**

BSN-3510 Pediatrics Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 0 Clinical: 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 BSN-2530 and HPRS-3355, Concurrent registration with MATH-1342**

BSN-3530 Mental Health Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 0 Clinical: 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 collaborate 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 BSN-2820, Concurrent registration with HPRS-2335**

BSN-3540 Community Health Nursing with Clinical (5 credits)
Hours: 112 Lecture: 48 Laboratory: 0 Clinical: 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 BSN-3530 and HPRS-2335, Concurrent registration with PSYC-2314**

BSN-3820 Medical-Surgical Nursing 2 with Clinical (8 credits) Hours:
192 Lecture: 64 Laboratory: 0 Clinical: 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: 0 Clinical: 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 HPRS-3335**

BSN-4545 Capstone I Transition to Practice (5 credits)
Hours: 112 Lecture: 48 Laboratory: 0 Clinical: 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: 32 Clinical: 64

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 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 BSN-4525 and HPRS-3335**

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: 80 Lecture: 48 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.

VN-0107 Vocational Nursing Fundamentals (7 credits)
Clock 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**

VN-0116 Medical Surgical I (6 credits)
Clock Hours: 195 Lecture: 75 Laboratory: 20 Clinical: 100

This course is designed to apply the nursing process to the care of adult patients experiencing medical-surgical conditions within the health-illness continuum. Builds upon the problem-solving and interpersonal concepts introduced through the application of the nursing process and nursing technology in caring for adults, focusing on potential and actual health alterations related to the regulation of body fluids and body systems, including urology, respiratory, cardiac, vascular, digestive, skin, and immune systems. 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 and long-term care. **Prerequisite: Grade of "C" or better in VN 0107, Concurrent registration with HPRS 1402**

VN-0123 Mental Health Concepts (3 credits)
Clock 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, students will examine client responses to stressors across the lifespan. 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 utilize the "Shadow Health" simulations available at the school. **Prerequisite**: **Grade of "C" or better in HPRS 1402, VN 0116, Concurrent registration with VN 0126**

VN-0126 Medical Surgical II (6 credits)
Clock 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 0116, Concurrent registration with VN 0123**

VN-0134 Maternal-Newborn (4 credits)
Clock 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 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 0126, VN 0 123, Concurrent registration with VN 0144**

VN-0144 Pediatrics (4 credits)
Clock 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 0126, VN 0123, Concurrent registration with VN 0134**

VN-0154 Leadership & Transition (4 credits)
Clock Hours: 130 Lecture: 50 Clinical: 80

This course will demonstrate the vocational nurse's accountability for the ethical, legal, and professional dimensions of nursing practice. 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 for identifying and communicating ethical dilemmas, as well as 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 help students deliver effective 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 essential information for finding, applying for, and securing 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 0134, VN 0144, Concurrent registration with VN-0163**

VN-0163 Capstone/NCLEX Prep (3 credits)
Clock 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 0134, VN 0144, Concurrent registration with VN 0154.**

School of Business & Technology

Bachelor of Science in Artificial Intelligence

The Bachelor of Science in Artificial Intelligence is a program designed to develop the knowledge and skills required to design, build, deploy, and govern AI solutions that create measurable value. Core study emphasizes modern AI workflows, including data acquisition and preparation, machine learning and deep learning, natural language processing, computer vision, human-computer interaction for AI, cloud data platforms, and ML Ops/DevOps, with hands-on labs and real-world projects. Academic preparation aligns with industry-recognized tools, platforms, and certifications from leading technology providers.

A first-year student begins by building critical thinking, communication, and quantitative reasoning through Arts & Sciences while establishing technical foundations in programming, data structures, databases, operating systems, networking, and cybersecurity. Earning relevant IT and AI certifications is an expectation of the program. The curriculum then advances to applied AI, including LLM systems, responsible and ethical AI, robotics and autonomy, and reinforcement learning, culminating in a practicum, internship, and a capstone delivering a deployable solution and professional presentation.

The Bachelor of Science in Artificial Intelligence consists of a minimum of 120 semester credit hours, a minimum of 2,272 contact hours, and is 126 weeks in length for both day and evening programs.

Degree Requirement Courses				
Credits Required	Courses	Course Title	Credit Hours	Contact Hours
General Education Courses				
37	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	HUMA-1347	Introduction to Character and Ethics	3	48
	MATH-2312	Precalculus	3	48
	MATH-2313	Calculus	3	48
	MATH-2315	Discrete Mathematics	3	48
	MATH-3315	Linear Algebra for AI	3	48
	MATH-1314	College Algebra	3	48
	MATH-1342	Introduction to Probability & Statistics	3	48
	SPCH-1321	Professional Communications	3	48
	PHYS-1401	College Physics I	4	64
	PSYC-2316	Psychology of Emotional Intelligence	3	48
Core Courses				
83	BMAI-1301	Introduction to Artificial Intelligence	3	48
	CCIS-3320	Cloud Architecture	3	64
	CCIS-4335	Cloud DevOps	3	64
	CIST-1310	Introduction to Computer Programming	3	64
	COSC-1330	Object-Oriented Programming	3	64
	COSC-2315	Data Structures & Algorithms	3	64
	COSC-2340	Introduction to Robotics	3	64
	COSC-2365	Introduction to Databases	3	64
	COSC-3325	Software Engineering & DevOps	3	64
	COSC-3350	Human-Computer Interaction	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64
	CPMT-1352	Networking Essentials	3	64
	CYSEC-2305	Cybersecurity Fundamentals	3	64
	CYSEC-4302	Cryptography and Computer Security	3	48
	ITAI-2302	Ethics of AI & Emerging Tech	3	48
	ITAI-3310	Machine Learning I	3	64
	ITAI-3320	Machine Learning II (Deep Learning)	3	64
	ITAI-3330	Natural Language Processing	3	64
	ITAI-3335	LLM Systems & Retrieval Engineering	3	64
	ITAI-3350	Computer Vision	3	64
	ITAI-4310	Applied Reinforcement Learning	3	64
	ITAI-4320	AI in Robotics & Autonomous Systems	3	64
	ITAI-4370	AI Practicum (Industry Project)	3	64
	ITAI-4475	AI Capstone Project	4	64
	ITAI-4440	AI for Business & Industry Applications	4	64
	ITSY-1300	Fundamentals of Information Security	3	64
	MGMT-3317	Management Information Systems	3	48

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-2315	Discrete 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	Principals of 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	AVMB-4309	Aviation Safety Management	3	48
	AVMB-4311	Aviation Operations and Compliance	3	48
	AVMB-4319	Aircraft Maintenance	3	48
	AVMB-4325	Global Aviation Maintenance	3	48

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 will participate in the Hallmark Consulting Group (HCG), partnering with real-world businesses to gain hands-on experience and deliver impactful solutions to complex business challenges. 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.

Artificial Intelligence - Prepares students to design, build, and deploy AI solutions using modern tools and real-world applications.

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	Emotional Intelligence	3	48
	ENGL-1301	Composition I	3	48
	ENGL-1302	Composition II	3	48
	MATH-1314	College Algebra	3	48
	MATH-2315	Discrete 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-4370	E-Business Strategy, Architecture and Design	3	48
	BUSI-1301	Introduction to Business Principles	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	Principals of 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 concentration to complete the 18 hours of upper-level business courses to complete their program.				

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
	HCMB-4303	Advanced Healthcare Informatics	3	48
	HCMB-4305	Advanced Healthcare Negotiations and Policy Issues	3	48
	HCMB-4307	Advanced Legal and Ethical Aspects of Health Administration	3	48
	HCMB-4345	Advanced Healthcare Reimbursement	3	48
Marketing Concentration 18	MKTB-4330	Marketing Management, Legal & Ethical Issues	3	48
	MKTB-4331	Marketing Research Methods	3	48
	MKTB-4332	Digital Marketing	3	48
	MKTB-4333	International Marketing Management	3	48
	MRKG-4320	Consumer Behavior	3	48
	MRKG-4340	Public Relations	3	48
Leadership Concentration 18	MGTB-4335	Problem-Solving and Decision Making	3	48
	MRKG-4320	Consumer Behavior	3	48
	MRKG-4340	Public Relations	3	48
	OMLB-4332	Creating and Leading Effective Teams	3	48
	OMLB-4336	Business Social and Anthropological Foundations	3	48
	OMLB-4337	Leadership Development and Coaching	3	48
Artificial Intelligence 18	BMAI-1301	Introduction to Artificial Intelligence	3	48
	BMAI-3315	Digital Transformation with AI	3	48
	BMAI-4340	AI Digital Strategy and Business	3	48
	ITAI-2302	Ethics of AI & Emerging Tech	3	48
	ITAI-3310	Machine Learning	3	48
	ITAI-4440	AI for Business & Industry Applications	3	48

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 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. Earning IT industry certifications is a program requirement. 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 and 2,352 contact hours, spanning 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	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-2315	Discrete 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-4365	Database Management	3	48
	CCIS-3310	Introduction to Artificial Intelligence	3	64
	CCIS-3320	Cloud Architecture	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-4322	Zero Trust Architecture: Identity, Network & Access	3	64
	CYSEC-4323	Security Engineering	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 Computer	3	64
	ITMT-3316	Advanced Microsoft Systems Networking	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
	MGMT-3330	Project Management	3	48

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 IT industry certifications 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	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-2315	Discrete Mathematics	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
Core Courses				
	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-4315	Threat Hunting & Detection Engineering	3	64
	CYSEC-4321	Security and Risk Management	3	64
	CYSEC-4322	Zero Trust Architecture: Identity, Network & Access	3	64
	CYSEC-4323	Security Engineering	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 Computer	3	64
	ITMT-3316	Advanced Microsoft Systems Networking	3	64
	ITNW-1313	Computer Virtualization	3	64
	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

Bachelor of Science in Information Systems

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

A first-year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for the future development of quantitative and qualitative reasoning through Arts and Sciences coursework. Earning IT industry certifications 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 both day and evening programs.

Artificial Intelligence - Prepares students to design, build, and deploy AI solutions using modern tools and real-world applications.

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-2315	Discrete Mathematics	3	48
	PSYC-2316	Emotional Intelligence	3	48
	SPCH-1311	Introduction to Speech Communication	3	48
	SPCH-1321	Professional Communications	3	48
Core Courses				
	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
	MGMT-3317	Management Information Systems	3	48

	MGMT-3330	Project Management	3	64
	MGMT-4330	Advanced Project Management	3	48
Area of Concentration Specific Courses				
Artificial Intelligence 18	ITAI-2302	Ethics of AI & Emerging Tech	3	48
	ITAI-3310	Machine Learning I	3	48
	ITAI-3320	Machine Learning II	3	48
	ITAI-3330	Natural Language Processing	3	48
	ITAI-3350	Computer Vision	3	48
	ITAI-4310	Applied Reinforcement Learning	3	48

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.

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	HCMB-4303	Advanced Healthcare Informatics	3	48
	HCMB-4305	Advanced Healthcare Negotiations and Policy	3	48
	HCMB-4307	Advanced Legal & Ethical Aspects of Healthcare Administration	3	48
	HCMB-4345	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	MGTB-4335	Problem-Solving and Decision Making	3	48
	OMLB-4332	Creating and Leading Effective Teams	3	48
	OMLB-4336	Business Social and Anthropological Foundations	3	48
	OMLB-4337	Leadership Development and Coaching	3	48
Or				
Aviation Management Concentration 12	AVMB-4309	Aviation Safety Management	3	48
	AVMB-4311	Aviation Operations and Compliance	3	48
	AVMB-4319	Aircraft Maintenance	3	48
	AVMB-4325	Global Aviation Maintenance	3	48
Or				
Marketing Concentration 12	MKTB-4330	Marketing Management, Legal, and Ethical Issues	3	48
	MKTB-4331	Marketing Research Methods	3	48
	MKTB-4332	Digital Marketing Foundations	3	48
	MKTB-4333	International Marketing 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, maintaining continuous threat awareness, updating cyber standards and policies, and fostering cross-sector and supply chain engagement among cybersecurity professionals.

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

School of Business & Technology 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 to prepare and 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**

AVMB-4309 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.

AVMB-4311 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.

AVMB-4319 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.

AVMB-4325 Global Aviation Maintenance (3 credits)

Hours: 48 Lecture: 48 Laboratory: 0

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-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-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-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.

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.

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.

BMAI-1301 Introduction to Artificial Intelligence (3 credit hours)
Hours: 48 Lec: 48 Lab: 0

Introduces artificial intelligence from a business and societal perspective, emphasizing foundational concepts, practical applications, workforce implications, and responsible use. Students develop AI literacy without technical or programming requirements while learning how to effectively leverage AI within their respective professional fields. Ethical, responsible, and transparent use of AI is paramount throughout the course, reinforcing that AI should enhance productivity, innovation, and problem-solving while supporting, not replacing, human judgment, critical thinking, accountability, and decision-making.

BMAI-3315 Digital Transformation with AI
Hours: 48 Lecture: 48 Laboratory: 0

Offers a comprehensive look at the key technologies and concepts driving modern digital and AI transformation. Provides the foundational knowledge needed to effectively engage with and keep pace in this rapidly evolving field. Structured to move from the essential groundwork of Information and Communication Technology (ICT) to an in-depth exploration of core digital platforms and AI technologies. Examines real-world applications across various industries and society. Analyzes and addresses the ethical, societal, and regulatory challenges these technologies present, equipping students with a balanced and responsible perspective on digital leadership.

BMAI-4320 Ethics of AI in Business
Hours: 48 Lecture: 48 Laboratory: 0

Provides a critical, timely exploration of the profound ethical challenges facing business leaders. Moves beyond theoretical discussions to focus on the real-world implications of technologies, including disruptive platforms like Generative AI (ChatGPT, Gemini). Analyzes how AI can amplify risks related to misinformation, systemic bias, and privacy. Discusses the difficult issues of AI-driven job displacement and the challenges of online disinhibition. Prepares students to be responsible managers by analyzing existing AI regulations and policy, equipping them to make ethical decisions that future-proof the organization.

BMAI-4340 AI Strategy and Business
Hours: 48 Lecture: 48 Laboratory: 0

This course provides the strategic frameworks and practical tools necessary to effectively adopt and leverage machine learning-based AI within an organization. Based on research from globally leading corporations, students will learn to develop and execute a tailored AI business strategy. The curriculum integrates diverse case studies and hands-on exercises to translate strategic insights into actionable plans for immediate impact.

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 Business Principles (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.

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 Architecture (3 credit hours)
Hours: 64 Lec: 32 Lab: 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 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. **Prerequisite: CIST-1310**

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**

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**

CCIS-4335: Cloud DevOps (3 credit hours)
Hours: 64 Lec: 32 Lab: 32

Design, automate, and operate cloud-native software delivery. Students implement CI/CD pipelines, infrastructure as code, and containerized services; use Kubernetes for orchestration; and adopt GitOps for declarative, auditable deployments. Topics include environment promotion, secrets and policy management, observability (logs/metrics/traces), SLOs and error budgets, rollback/blue-green/canary releases, platform engineering basics, cost controls, and reliability practices for production systems in public cloud. **Prerequisite: CPMT-1352 and COSC-3325**

CIST-1310: Introduction to Computer Programming (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Introduction to Computer Programming in current catalog. 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.

COSC-1330: Object-Oriented Programming (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Covers classes/objects, encapsulation, inheritance, polymorphism, interfaces, generics, exceptions, I/O, and unit testing (JUnit). Students build multi-class applications using Java and standard libraries. **Prerequisite: COSC-1310**

COSC-2315: Data Structures & Algorithms (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Design and analysis of arrays, linked lists, stacks, queues, trees, hash tables, graphs; algorithmic paradigms, asymptotic analysis, and tradeoffs. Lab work emphasizes implementation, testing, and profiling. **Prerequisite: COSC-1310**

COSC-2340: Introduction to Robotics (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Overview of robotic systems, sensing, perception, localization, and simple control. Hands-on labs with simulated or entry-level robotic platforms.

COSC-2365: Introduction to Databases (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Relational modeling, SQL (DDL/DML), transactions, indexing, and normalization. Includes hands-on schema design and queries; brief survey of NoSQL models and data ecosystems. Prerequisite: **CIST-1310**

COSC-3325: Software Engineering & DevOps (3 credit hours)
Hours: 64 Lecture 32 Lab: 32

Covers requirements, design, testing, CI/CD, containers, cloud deployment, and team practices (Git, code reviews). Students deliver a production-grade service with metrics and automation. **Prerequisite: COSC-2315**

COSC-3350: Human-Computer Interaction (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Principles of user-centered design, prototyping, usability testing, accessibility, and interaction patterns. Includes designing and evaluating interfaces for AI-enabled systems.

CPMT-1351 IT Essentials: PC Hardware & Software (3 credits)
Hours: 64 Lecture: 32 Laboratory: 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: CPMT-1351**

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: CPMT-1352**

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: CPMT-2398**

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

This course provides a comprehensive review and assessment of the knowledge required to attain 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 cybersecurity courses. The goal of this course is to provide students with an advanced cybersecurity 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 the 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 Laboratory: 32

This course provides a comprehensive review and assessment of the knowledge necessary for attaining the AWS Cloud Practitioner or Azure Fundamental 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 for designing both local and distributed networks that effectively mitigate cyber threats, safeguard data integrity, and ensure the 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 secure applications consistently. The 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 examines the role of cyberwarfare in the modern military landscape and offers strategies for safeguarding threatened networks, as well as approaches for addressing specific cyberwarfare 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 on preparing material to fully satisfy the requirements for earning 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

An 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 cloud forensic techniques. Hands-on computer forensics exercises in the laboratory. **Prerequisite: ITNW-2394**

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 from basic perimeter defense 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-4315 Threat Hunting & Detection Engineering (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Adds high-demand SOC/detection skills and portfolio artifacts (hunts, Sigma/EDR rules, defended reports) that directly map to job titles. Technical: New course covering ATT&CK-mapped hunt methodology, SIEM queries, Sigma/EDR rule authoring and tuning, precision/recall metrics, and alert-fatigue reduction

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: ITSY-1300**

CYSEC-4322 Zero Trust Architecture: Identity, Network & Access (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Covers core Zero Trust principles (per NIST SP 800-207) with an identity-first approach to access, network segmentation, and continuous verification. Students design lightweight architecture; implement conditional access, MFA, device posture checks, and software-defined perimeters/Zero Trust Network Access; and apply least-privilege with policy-as-code. Labs use selected enterprise or cloud tools (e.g., IdP, MDM/EDR, ZTNA, SIEM) to integrate identity signals, enforce micro segmentation, and instrument telemetry—specific platforms chosen at the instructor's discretion to fit current industry practice.

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 the 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: CYSEC-4321**

CYSEC-4326 Security Assessment and Testing (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Security Assessment and Testing encompasses the techniques used to manage the risks associated with developing, producing, operating, and sustaining systems and capabilities. Topics include methods for developing assessment and testing strategies, implementing test security controls, evaluating testing outputs, and attacking or defending vulnerabilities in security architecture. The course includes in-depth discussions related to current security assessment and testing practices. **Prerequisite: CYSEC- 4322, CYSEC-4325, and ITNW-2394**

FINA-3301 Principals of 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: ACCT-2301, and ACCT-2302**

HCM-4301 Orientation to Clinical Protocols (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

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 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.

HCMB-4303 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 healthcare provider's role in working with technology in the healthcare delivery system.

HCMB-4305 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 applications related to health care economics and population health outcomes. Advanced health care professionals require negotiation skills, systems thinking, and 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.

HCMB-4307 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.

HCMB-4345 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.

ITAI-2302: Ethics of AI & Emerging Tech (3 credit hours)
Hours: 48 Lecture: 48 Lab: 0

Replace incorrect course description with the following correct one:

Provides a current and applied examination of the ethical, technological, economic, and societal challenges created by artificial intelligence and emerging technologies. Students review and analyze evolving AI trends and threats, including generative AI, deepfakes and misinformation, algorithmic bias, cybersecurity risks, privacy, autonomous systems, workforce disruption, and the misuse of AI. The course examines current and emerging AI policies, regulations, governance approaches, and responsible-use standards in the United States and internationally. Through contemporary cases and real-world events, students evaluate how AI developments influence businesses, governments, industries, national security, the global workforce, and society. Emphasis is placed on critical analysis, ethical decision-making, responsible AI use, and understanding the business and global implications of rapidly evolving AI technologies.

ITAI-3310: Machine Learning I (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Supervised and unsupervised learning, model selection, evaluation, and feature engineering. Algorithms include linear/logistic regression, trees, ensembles, clustering, and dimensionality reduction. **Prerequisite: MATH-2315**

ITAI-3320: Machine Learning II (Deep Learning) (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Deep learning architecture (CNNs, RNNs, Transformers), optimization, regularization, and transfer learning. Students train, fine-tune, and deploy neural models on real datasets. **Prerequisite: ITAI-3310**

ITAI-3330: Natural Language Processing (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Text processing, embeddings, sequence models, attention/Transformers, and evaluation. Projects include classification, NER, summarization, and prompt engineering. **Prerequisite: ITAI-3320**

ITAI-3335: LLM Systems & Retrieval Engineering (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Architecting RAG systems, vector search, indexing, prompt routing, evaluation, and guardrails. Emphasis on latency/throughput tradeoffs and production reliability of LLM applications. **Prerequisite: ITAI-3330**

ITAI-3350: Computer Vision (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Fundamentals of image processing, feature extraction, and classic CV pipelines; introduction to deep CNNs for classification and detection. Labs use Python and common CV/DL libraries. **Prerequisite: ITAI-3330**

ITAI-4310: Applied Reinforcement Learning (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Foundations of RL (MDPs, value-based and policy-based methods), exploration, function approximation, and deep RL. Applications to control, recommendation, and operations. **Prerequisite: ITAI-3330**

ITAI-4320: AI in Robotics & Autonomous Systems (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Advanced study of autonomy stacks for mobile and robotic systems. Topics include perception (sensor fusion, visual–inertial odometry), state estimation and localization (EKF/SLAM), mapping, motion planning (graph- and optimization-based planners), and feedback/control for navigation and manipulation. Students compare classical pipelines with learning-based components (imitation/RL) and address safety, reliability, and compute/energy constraints for embedded and edge deployments. Labs use ROS 2 and simulation (e.g., Gazebo) to implement, tune, and evaluate end-to-end robotic behaviors. **Prerequisite: ITAI-3350**

ITAI-4370: AI Practicum (Industry Project) (3 credit hours)
Hours: 64 Lecture: 32 Lab: 32

Team-based engagement with an external or simulated stakeholder. Students scope, deliver, and document an applied AI project with milestones, reviews, and impact evaluation. **Prerequisite: ITAI-4440**

ITAI-4440: AI for Business & Industry Applications (4 credit hours)
Hours: 64 Lec: 48 Lab: 16

End-to-end applied AI: problem framing, data readiness, baselines, iteration, deployment, and ROI measurement. Teams deliver a working solution with MLOps, monitoring, and ethical safeguards. **Prerequisite: ITAI-3310**

ITAI-4475: AI Capstone Project (4 credit hours)
Hours: 64 Lec: 32 Lab: 32

Culminating design-and-build capstone synthesizing program competencies. Deliverables include a working artifact, technical report, and professional presentation. **Prerequisite: ITAI-4370**

ITCC-1315 Introduction to Networks (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

This is the first course in the three-course CCNA series, which introduces the architecture, 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. **Prerequisite: COMP-1352**

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 support 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. **Prerequisite: ITCC-1315**

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 an 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

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. Additionally, 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 part of their broader technical responsibilities. Additional skills addressed in this course include installing and upgrading to Windows 10, configuring access to resources, setting up remote access and mobility, monitoring and maintaining Windows clients, and configuring backup and recovery options.

ITNW-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 by utilizing an optimized Linux distribution specifically designed 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, 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**

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, 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. The course includes Hands-on lab exercises involving the implementation and management of network DNS, DHCP, IPAM, and the deployment of 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 (ADDS) and implementing Group Policy Objects (GPOs). Gain familiarity with implementing and managing Active Directory Certificate Services (ADCS), Active Directory Federation Services (ADFS), Active Directory Rights Management Services (ADRMS), and Web Application Proxy. Hands-on lab 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 builds upon students' knowledge of shell scripting and the Python programming language to introduce foundational concepts 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, developing scripts to automate or improve workflows, and studying 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**

ITNW-1313 Computer Virtualization (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Implement and support the virtualization of clients of servers in a networked computing environment. This course explores the installation, configuration, and management of computer virtualization workstations 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) with the Linux operating system. Students will learn about the various kinds of Linux distributions, how to download, install, and access the Linux command-line interface, and perform other system administration tasks. Students will take weekly exams to reinforce their learning experiences in mixed media. They will also take an experience-based final examination that emphasizes skills demonstration rather than concept memorization. **Prerequisite: CPMT-1351**

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

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.

MGMT-3317 Management Information Systems (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course provides a comprehensive introduction to Management Information Systems (MIS) and their role in modern organizations, emphasizing a balanced approach between theory and real-world application. Students explore how businesses and public organizations use information systems and emerging technologies, such as enterprise systems, e-commerce, and artificial intelligence, to improve operations, support decision-making, and gain competitive advantage. Through case studies, hands-on projects, and practical examples, the course builds from foundational concepts to advanced topics, enabling students to analyze, evaluate, and apply MIS solutions in both professional and everyday contexts.

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 (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course builds on concepts from MGMT-3330 – Project Management, emphasizing advanced principles and practices expected of associate-level project managers. Students will develop deeper skills in project planning, risk analysis, budgeting, scheduling, resource management, and stakeholder communication. The course also incorporates frameworks, terminology, and best practices aligned with industry standards, providing a strong foundation for professional growth in project management roles. **Prerequisite: MGMT-3330**

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 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 provide an opportunity for students to participate in the Hallmark Consulting Group or an 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 provide an opportunity for students to participate in the Hallmark Consulting Group or an internship. **Prerequisite: MGMT-4390**

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 brief historical review examining why laws, regulations, and other rules were established 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.

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.

MGTB-4335 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 a 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.

MKTB-4330 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.

MKTB-4331 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 offerings, distribution strategies, promotional campaigns, pricing strategies, and customer service efforts.

MKTB-4332 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.

MKTB-4333 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 Consumer Behavior (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

This course introduces students to the basic concepts, practices, and analytical techniques of consumer behavior. This course provides students with the skills to understand consumer behavior and its impact on businesses and marketing strategies. Students will examine the importance of consumer behavior from a behavioral science perspective, focusing on research that explains, describes, predicts, and controls consumer behavior. Students will explore the underlying mechanisms that share behavior, linking experimental psychology, sociology, and marketing. Students also examine and discuss various consumer behavior topics, including marketing strategy development, cross-cultural variations, changing perceptions of American society, personality, consumer decision process, problem recognition, post-purchase processes, consumer satisfaction, and customer commitment. A character element will be incorporated into the development of marketing plans and strategies.

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.

MRKG-4350 Sales Management (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

The course covers critical topics such as sales planning, forecasting, budgeting, CRM utilization, and ethical considerations in sales practices, preparing students for sales management roles across various industries. In addition, the course focuses on refining essential sales skills, such as sales leadership, team motivation, sales analytics, and customer communication. Students will analyze real-world sales scenarios, participate in hands-on exercises, and develop strategic plans to drive revenue growth and achieve business success. Upon completing the course, students will have a strong foundation in sales management principles, enabling them to navigate the dynamic and demanding landscape of sales management with confidence.

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 examined related to corporate operations, product marketing, and personnel selection and training. Students develop preliminary strategies for e-commerce sales. The course provides a comprehensive survey of entry-level multinational commerce, enabling students to develop a commercial strategy and articulate its adoption to 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-5345 Effective Business Communications (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

In this course, students will examine foundational elements of the communications process internal to an organization's individuals and groups. They will develop and exercise essential listening skills, understanding conflict resolution, power dynamics, leadership styles, and cultural competencies. Students will rehearse messaging that respects diverse worldviews through careful observance of cultural norms. The overall objective 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 the ability 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.

OMLB-4332 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.

OMLB-4336 Business, Social, and Anthropological Foundations (3 credits)
Hours: 48 Lecture: 48 Laboratory: 0

Several societal values will be compared both domestically and internationally, including transparency in reporting, avoidance of conflicts of interest, expectations of personal integrity, appreciation for the rule of law, adherence to accountability standards, and varying perceptions of privacy 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.

OMLB-4337 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.

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.

College of Aeronautics

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 the Federal Aviation Administration (FAA) written, oral and practical (O&P) 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 (GA), fixed-base operations (FBO), 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 Airframe and Powerplant Mechanic 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 oral and 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-1125	Aviation General Science II	12	280
	AGS-1311	Aviation General Science I	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

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 the Federal Aviation Administration (FAA) written, oral, and practical Airframe examinations. Successfully completing the written exams qualifies graduates for the oral and practical (O&P) 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 Airframe Mechanic certificate 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 oral and 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-1125	Aviation General Science II	12	280
	AGS-1311	Aviation General Science I	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) written, oral, and practical Powerplant examinations. Successful completion of the written exams qualifies graduates for the oral and practical (O&P) 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 Powerplant Mechanic certificate 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 oral and 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-1125	Aviation General Science II	12	280
	AGS-1311	Aviation General Science I	3	90
	PPS-2121	Powerplant Systems I	12	280
	PPS-2123	Powerplant Systems II	12	280
	PPS-2104	Powerplant Systems Capstone	10	235

Associate of Applied Science in Unmanned Aircraft Systems Technology

The courses in the Associate of Applied Science (AAS) in Unmanned Aircraft Systems (UAS) Program are designed to provide the necessary educational opportunities, through classroom and laboratory instruction, for a student to acquire the skills and knowledge needed to become an entry-level UAS Operator and Technician. Students will gain skills and knowledge of fundamentals of electricity and electronics, soldering, physics for aviation, aircraft weight and balance, cleaning and corrosion control, precision measuring equipment, aircraft communications, light signals, runway lighting, aircraft electrical systems, flight controls, and rotorcraft fundamentals. Students will learn UAS design and construction, maintenance and inspection, autonomous flight and site analysis, mapping, modeling, surveying, search and rescue, photo and video production, data acquisition, processing, and analysis. Students will gain knowledge concerning business computer applications, computer programming, basic robotics, visual navigation for autonomous vehicles, and PC hardware and software. Students will attain multiple UAS industry certifications, as well as take the Federal Aviation Administration (FAA) Part 107 examination to obtain the Part 107 Remote Pilot certificate. A graduate may enter several UAS employment areas, such as aerial imaging, law enforcement, pipeline construction, search and rescue, first-responder/emergency operations, surveyor, drone fleet management, and agriculture.

The AAS degree in UAS consists of 60 credit hours, 1184 contact hours, 448 laboratory hours, and is 56 weeks in length.

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 & Ethics	3	48
	MATH-1314	College Algebra	3	48
	PSYC-2316	Emotional Intelligence	3	48
	SPCH-1321	Introduction to Speech Communications	3	48
Core Courses				
45	UAS-1300	Unmanned Aircraft Systems	3	64
	UAS-1301	Fundamentals of Electricity and Electronics	3	64
	UAS-1302	Aviation Physics for UAS	3	64
	UAS-1303	Aviation Materials, Processes, and Precision Measuring Equipment	3	64
	UAS-2303	UAS Design, Construction, Maintenance, and Inspection	3	64

	UAS-2304	Aviation Communications and Electrical Systems	3	64
	UAS-2305	Flight Controls and Rotorcraft Fundamentals	3	64
	UAS-2312	UAS Autonomous Flight and Site Analysis	3	64
	UAS-2313	UAS Mapping, Modeling, Surveying, and Search and Rescue	3	64
	UAS-2314	UAS Photography, Data Acquisition, Processing, and Analysis	3	64
	ITAI-2340	Visual Navigation for Autonomous Vehicles	3	64
	CIST-1310	Introduction to Computer Programming	3	64
	COSC-2340	Introduction to Robotics	3	64
	CPMT-1351	IT Essentials: PC Hardware & Software	3	64

College of Aeronautics Course Descriptions

Several courses comprise a collection of subjects covered within each course. Successful completion of each course requires students to meet a minimum grade average, which is calculated from grades in 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 the 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 and 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 are 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 radar, 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 systems 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 testing 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 the landing gear position indicating and warning systems. (Remove, it is covered under landing gear 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:

- *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, 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-1125 Aviation General Science II (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. (Moved into AGS1311 Aviation General Science)

- *Fluid Lines and Fittings* – Tubing and hose materials, applications, sizes, and fittings. Rigid 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 to include vortex generators, wing fences, and stall strips. The 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-1311 Aviation General Science I (3 credits)

Hours: 90 Lecture: 70 Laboratory:20

This course will cover the following areas:

- *Fundamentals of Electricity and Electronics* – Electrical theory (conventional flow, electron flow, etc.). Electrical resistance, current, voltage, power, magnetism, capacitance, inductance, and impedance as applied to DC and AC circuits. Ohm's, Kirchhoff's, Watt's, and Lenz's laws. Series, parallel, and series-parallel (complex) DC and AC circuits. Electrical symbols, control devices, and protective devices. Conductors, insulators, and semiconductors. Transistors and logic gates. Building, troubleshooting, and use of electrical measurement tools on electrical circuits.

- *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 the dimension used in an aircraft drawing. Determine material requirements from an aircraft drawing and interpret graphs and charts.

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, and 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.

- *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 the 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.

- *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 156 components. 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.

UAS-1300 Unmanned Aircraft Systems (UAS) (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain the knowledge necessary to take the Federal Aviation Administration (FAA) Unmanned Aircraft General (UAG) written exam to attain the Part 107 Remote Pilot certificate. Students will gain an understanding of FAA UAS regulations, the National Airspace System (NAS), weather, UAS loading performance, and UAS operations. Students will gain practical UAS flight experience and will attain the FAA TRUST certification and the Part 107 Remote Pilot certificate. Students will acquire knowledge concerning UAS terms and abbreviations, types of UASs, UAS careers, contingency planning, ground and flight emergencies, unexpected situations, Remote Pilot in Command (PIC) responsibilities, preflight inspections, crew resource management, maintaining logbooks, factors affecting UAS operations, scanning techniques, aeronautical decision making, UAS hazards and risks, stress management, situational awareness, human factors, and interpretation and utilization of aeronautical charts.

Attainment of the Part 107 Remote Pilot certificate is a requirement to progress further into the AAS UAS Program.

UAS-1301Fundamentals of Electricity and Electronics (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will learn basic electrical concepts and components including: electrical theory, conductive material, insulative material, semiconductor material, magnetism, electromagnetism, electromagnetic induction, DC & AC circuits (series, parallel, and complex), voltage, current, resistance, reactance, impedance, Ohm's Law, Watt's Law, Kirchhoff's Law, circuit control and protection devices, electrical symbols, soldering, generator theory and components, electric motor theory and components, transformers, rectifiers, inverters, diodes, transistors, logic gates, basic electrical tool usage, and troubleshooting.

UAS-1302 Aviation Physics for UAS (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will learn basic physics principles as applied to aviation and unmanned aircraft systems, including matter, energy, force, work, power, torque, friction, mechanical advantage, stresses of flight, Newton's laws of motion, heat transfer, temperature scales, gas laws, fluid mechanics, Pascal's law, Bernoulli's principle, sound, atmospheric conditions, theory of flight, aerodynamics, axes of flight, forces of flight, stability, and flight controls. Students will apply these concepts to UAS performance, rotor and propeller operation, thrust generation, environmental effects, center of gravity, payload placement, battery location, aircraft loading, weight and balance, flight efficiency, control, and operational safety. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-1303 Aviation Materials, Processes, and Precision Measuring Equipment (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will learn types/forms of corrosion, the corrosion process, preventative maintenance for corrosion, corrosion prone areas of aircraft, the corrosion removal process, treatment of aluminum surfaces, aircraft cleaning, National Fire Protection Association (NFFA) diamond, and Non-Destructive Testing (NDT); i.e., dye penetrant, magnetic particle, ultrasound, etc. Students will gain an understanding of the types of materials utilized in aircraft construction, material manufacturing processes, heat treatment, non-metallic aircraft materials, aircraft hardware, aircraft control cables, safety wiring, torque wrench usage and torque values, basic and specialty mechanic's tools, precision measuring equipment (i.e., micrometer and caliper), and tool calibration. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2303 UAS Design, Construction, Maintenance, and Inspection (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will learn about UAS hardware and firmware, sensors, actuators, communication systems, cameras and other payloads, safety features, frame materials, types of motors, types of power systems, circuitry and distribution, types of drone construction, payload delivery UAS agricultural UAS, mapping and surveying UAS, and search and rescue UAS. Students will gain knowledge concerning UAS maintenance, FAA maintenance regulations, UAS inspections, battery care, propeller and motor inspection and maintenance, typical UAS repairs, typical UAS tools, common UAS issues/faults, UAS overhaul and major repair, UAS safety, and UAS logbooks. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2304 Aviation Communications and Electrical Systems (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain an understanding of radio components and operating principles, high frequency (HF), very high frequency (VHF), very high frequency omnidirectional range (VOR), distance measuring equipment (DME), and satellite communication (SATCOM) systems. Students will gain an understanding of antenna types, design, and function, radio navigation, nondirectional beacon (NDB), automatic direction finder (ADF), radio magnetic indicator (RMI), instrument landing systems (ILS), radar beacon transponders, weather radar, emergency locator transmitter (ELT), global positioning system (GPS), and autopilot system basics. Students will gain knowledge concerning DC and AC aircraft electrical systems, DC and AC generators, DC and AC motors, circuit protection and control devices, diodes, inverters, American wire gauge (AWG), wire selection, wire installation practices, soldering, three-unit regulators, constant speed drives (CSD), battery types, design and maintenance, and electrical schematic troubleshooting. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2305 Flight Controls and Rotorcraft Fundamentals (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain an understanding of lift generation, airfoil (wing/rotor) terminology, angle of attack (AOA), axis of flight, forces of flight, static and dynamic stability, primary and secondary flight controls, types of flight control systems, components of flight control systems, flight control cable fabrication, cable tensioning, and flight control balancing. Students will gain knowledge over rotorcraft (helicopter) types, designs, and construction, major rotorcraft components, types of main rotor systems, types of anti-torque systems, primary rotorcraft controls, gyroscopic forces, dissymmetry of lift, translational lift, ground effect, Coriolis effect, autorotation, and blade tracking. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2312 UAS Autonomous Flight and Site Analysis (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain an understanding of autonomous UAS flight, manual vs. autonomous flight, levels of UAS autonomy, AI and machine learning, autonomous flight components, flight techniques, autonomous flight applications, and regulations and safety related to autonomous flight. Students will gain knowledge concerning pre-flight planning, site selection, airspace authorization, equipment and power planning, pre-flight and post-flight actions, hazard identification, compliance assurance, and procedures for mission success. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2313 UAS Mapping, Modeling, Surveying, and Search and Rescue (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain an understanding of UAS mapping types and procedures, mapping best practices, UAS modeling types and procedures, modeling best practices, surveying types and procedures, surveying best practices, processing mapping, modeling, and surveying data, product quality control, and professional standards for mapping, modeling, and surveying. Students will gain knowledge concerning search and rescue (SAR) mission types, SAR operating rules, incident command systems (ICS), UAS SAR selection, UAS SAR components and payloads, SAR flight planning, SAR night operations, weather and risks, and SAR careers. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

UAS-2314 UAS Photography, Data Acquisition, Processing, and Analysis (3 credits)
Hours: 64 Lecture: 32 Laboratory: 32

Students will gain an understanding of commercial UAS photography and video applications, flight planning, aerial composition rules, i.e., rule of thirds, leading lines, bird's eye vs. oblique, scale, and golden hour. Students will gain knowledge concerning photo and video resolution and quality, frame rate and shutter speed, camera types and mounting, gimbals and stability, lenses and filters, and cinematic video operations. Students will understand photo and video upload and download, quality control, photography software, 3D modeling tools, geographic information systems (GIS), data storage, data retrieval, data life cycle, and data cleaning. **Prerequisite: FAA 107 Remote Pilot Certificate, UAS-1301**

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HALLMARK UNIVERSITY GRADUATION AND EMPLOYMENT RATES

ACCSC Annual Report October 2026

School of Business & Technology

BS-Business Management (29)
Time Period: September 1, 2021, to August 31, 2022
Graduation Rate: 46% (32/69)
Employment Rate: 89% (24/27)

BS-Aviation Maintenance Management-Distance Education (21)
Time Period: September 1, 2022, to August 31, 2023
Graduation Rate: 86% (6/7)
Employment Rate: 100% (6/6)

MBA-Business Administration-Distance Education (12)
Time Period: October 1, 2023, to September 30, 2024
Graduation Rate: 92% (44/48)
Employment Rate: 100% (41/41)

BS-Information Systems (29)
Time Period: September 1, 2021, to August 31, 2022
Graduation Rate: 65% (22/34)
Employment Rate: 79% (15/19)

BS-Cybersecurity (29)
Time Period: September 1, 2021, to August 31, 2022
Graduation Rate: 55% (47/85)
Employment Rate: 73% (30/41)

MS-Cybersecurity-DE (12)
Time Period: October 1, 2023, to September 30, 2024
Graduation Rate: 81% (13/16)
Employment Rate: 85% (11/13)

School of Nursing

BS-Nursing (32)
Time Period: April 1, 2021, to March 31, 2022
Graduation Rate: 76% (51/67)
Employment Rate: 94% (48/51)

College of Aeronautics

AAS-Airframe Technology and Powerplant Technology Day (16)
Time Period: April 1, 2023, to March 31, 2024
Graduation Rate: 78% (121/156)
Employment Rate: 92% (104/113)

AAS-Airframe Technology (10)
Time Period: January 1, 2023, to December 31, 2023
Graduation Rate: 100% (1/1)
Employment Rate: 0% (0/0)

AAS-Powerplant Technology (10)
Time Period: January 1, 2024, to December 31, 2024
Graduation Rate: 100% (1/1)
Employment Rate: 0% (0/0)

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:

BS-Cloud Computing
Vocational Nursing
BS-Artificial Intelligence
AAS-Unmanned Aircraft Systems (UAS) Technology

HALLMARK UNIVERSITY TERM SCHEDULES AND VA CERTIFICATIONS

Main Campus

DESCRIPTION	TERM START DATE	TERM END DATE	PROJECTED GRAD DATE			PROJECTED GRAD DATE	PROJECTED GRAD DATE	PROJECTED GRAD DATE
			MS CYBER SECURITY	**CERT** VOCATIONAL NURSING	**AAS** INFOR SYSTEMS	**BS** AVIATION MAINT. MGMT.	**BS** INFORMATION SYSTEMS, CYBERSECURITY, CLOUD COMPUTING & MANAGEMENT & ARTIFICIAL INTELLIGENCE	**BSN** NURSING
			MBA ADMINISTRATION					
			6 TERMS	**6 TERMS**	**7 TERMS**	**10 TERMS**	**14 TERMS**	**16 TERMS**
			52 WEEKS	**52 WEEKS**	**63 WEEKS**	**90 WEEKS**	**126 WEEKS**	**144 WEEKS**
Spring I	12/13/2024	2/20/2025	12/11/2025	12/11/2025	2/19/2026	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	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	2/17/2028
Fall I	8/22/2025	10/16/2025	8/13/2026	8/13/2026	10/15/2026	4/15/2027	12/9/2027	4/13/2028
Fall II	10/17/2025	12/11/2025	12/10/2026	~	12/10/2026	6/17/2027	2/17/2028	6/15/2028
Spring I	12/12/2025	2/19/2026	12/10/2026	12/10/2026	2/18/2027	8/12/2027	4/13/2028	8/10/2028
Spring II	2/20/2026	4/16/2026	2/18/2027	~	4/15/2027	10/14/2027	6/15/2028	10/12/2028
Summer I	4/24/2026	6/17/2026	4/15/2027	4/15/2027	6/17/2027	12/9/2027	8/10/2028	12/7/2028
Summer II	6/18/2026	8/13/2026	6/17/2027	~	8/12/2027	2/17/2028	10/12/2028	2/22/2029
Fall I	8/21/2026	10/15/2026	8/12/2027	8/12/2027	10/14/2027	4/13/2028	12/7/2028	4/19/2029
Fall II	10/16/2026	12/10/2026	10/14/2027	~	12/9/2027	6/15/2028	2/22/2029	6/21/2029

Spring I	12/11/2026	2/18/2027	12/9/2027	12/9/2027	2/17/2028	8/10/2028	4/19/2029	8/16/2029
Spring II	2/19/2027	4/15/2027	2/17/2028	~	4/13/2028	10/12/2028	6/21/2029	10/18/2029
Summer I	4/23/2027	6/17/2027	4/13/2028	4/13/2028	6/15/2028	12/7/2028	8/16/2029	12/13/2029
Summer II	6/18/2027	8/12/2027	6/15/2028	~	8/10/2028	2/22/2029	10/18/2029	2/21/2030
Fall I	8/20/2027	10/14/2027	8/10/2028	8/10/2028	10/12/2028	4/19/2029	12/13/2029	4/18/2030
Fall II	10/15/2027	12/9/2027	10/12/2028	~	12/7/2028	6/21/2029	2/21/2030	6/20/2030
Spring I	12/10/2027	2/17/2028	12/7/2028	12/7/2028	2/22/2029	8/16/2029	4/18/2030	8/15/2030
Spring II	2/18/2028	4/13/2028	2/22/2029	~	4/19/2029	10/18/2029	6/20/2030	10/172030
Summer I	4/21/2028	6/15/2028	4/19/2029	4/19/2029	8/16/2029	12/13/2029	8/15/2030	12/12/2030
Summer II	6/16/2028	8/10/2028	6/21/2029	~	10/18/2029	2/21/2030	10/172030	2/20/2031
Fall I	8/18/2028	10/12/2028	8/16/2029	8/16/2029	12/13/2029	4/18/2030	12/12/2030	
Fall II	10/13/2028	12/7/2028	10/18/2029	~	2/21/2030	6/20/2030	2/20/2031	
Spring I	12/8/028	2/22/2029	12/13/2029	12/13/2029	4/18/2030	8/15/2030		
Spring II	2/23/2029	4/19/2029	2/21/2030	~	6/20/2030	10/172030		
Summer I	4/27/2029	6/21/2029	4/18/2030	4/18/2030	8/15/2030	12/12/2030		
Summer II	6/22/2029	8/16/2029	6/20/2030	~	10/172030	2/20/2031		
Fall I	8/24/2029	10/18/2029	8/15/2030	8/15/2030	12/12/2030			
Fall II	10/19/2029	12/13/2029	10/172030	~	2/20/2031			
Spring I	12/14/2029	2/21/2030	12/12/2030	12/12/2030				
Spring II	2/22/2030	4/18/2030	2/20/2031	~				
Summer I	4/26/2030	6/20/2030						
Summer II	6/21/2030	8/15/2030						
Fall I	8/23/2030	10/172030						
Fall II	10/18/2030	12/12/2030						
Spring I	12/13/2030	2/20/2031						

Aeronautics

Description	START TERM DATE	END TERM DATE	PROJECTED GRAD DATE	PROJECTED GRAD DATE	PROJECTED GRAD DATE
			AAS	AAS	AAS
			AIRFRAME OR POWER PLANT	UNMANNED AIRCRAFT SYSTEMS TECHNOLOGY	AIRFRAME AND POWERPLANT TECHNOLOGY
			5 TERMS	7 TERMS	7.75 TERMS
			45 WEEKS	56 WEEKS	70 WEEKS
Summer II	6/20/2025	8/14/2025	4/16/2026		10/8/2026
Fall I	8/22/2025	10/16/2025	6/17/2026		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	2/18/2027	4/8/2027
Spring II	2/20/2026	4/16/2026	12/10/2026	4/15/2027	6/9/2027
Summer I	4/24/2026	6/17/2026	2/18/2027	6/16/2027	8/5/2027
Summer II	6/18/2026	8/13/2026	4/15/2027	8/12/2027	10/7/2027
Fall I	8/21/2026	10/15/2026	6/16/2027	10/14/2027	12/2/2027
Fall II	10/16/2026	12/10/2026	8/12/2027	12/9/2027	2/10/2028
Spring I	12/11/2026	2/18/2027	10/14/2027	2/17/2028	4/6/2028
Spring II	2/19/2027	4/15/2027	12/9/2027	4/13/2028	6/8/2028
Summer I	4/23/2027	6/16/2027	2/17/2028	6/15/2028	8/3/2028
Summer II	6/17/2027	8/12/2027	4/13/2028	8/10/2028	10/5/2028
Fall I	8/20/2027	10/14/2027	6/15/2028	10/12/2028	11/30/2028
Fall II	10/15/2027	12/9/2027	8/10/2028	12/7/2028	2/15/2029
Spring I	12/10/2027	2/17/2028	10/12/2028	2/22/2029	4/12/2029
Spring II	2/18/2028	4/13/2028	12/7/2028	4/19/2029	6/14/2029
Summer I	4/21/2028	6/15/2028	2/22/2029	6/21/2029	8/9/2029
Summer II	6/16/2028	8/10/2028	4/19/2029	8/16/2029	10/11/2029
Fall I	8/18/2028	10/12/2028	6/21/2029	10/18/2029	12/6/2029
Fall II	10/13/2028	12/7/2028	8/16/2029	12/13/2029	2/14/2030
Spring I	12/8/028	2/22/2029	10/18/2029	2/21/2030	4/11/2030
Spring II	2/23/2029	4/19/2029	12/13/2029	4/18/2030	6/13/2030
Summer I	4/27/2029	6/21/2029	2/21/2030	6/20/2030	8/8/2030
Summer II	6/22/2029	8/16/2029	4/18/2030	8/15/2030	10/10/2030
Fall I	8/24/2029	10/18/2029	6/20/2030	10/172030	12/5/2030
Fall II	10/19/2029	12/13/2029	8/15/2030	12/12/2030	2/13/2031
Spring I	12/14/2029	2/21/2030	10/17/2030	2/20/2031	
Spring II	2/22/2030	4/18/2030	12/12/2030		
Summer I	4/26/2030	6/20/2030	2/20/2031		
Summer II	6/21/2030	8/15/2030			
Fall I	8/23/2030	10/172030			
Fall II	10/18/2030	12/12/2030			
Spring I	12/13/2030	2/20/2031			

Addendum

3/31/2026 – Added Student Identity Verification in Distance Education policy.

5/27/2026 - Removed the phrase “while on attendance probation” from the identified paragraph in the catalog to eliminate ambiguity and streamline the policy language. Page 39, second paragraph under "General Attendance Policy."

Revise the course BSN – 4555-hour distribution from 32 didactic hours and 96 clinical hours to 64 didactic hours and 64 clinical hours, maintaining the total clock and credit hours while creating a more balanced integration of theory and clinical application. pg. 88

6/2/2026 - Replace BCIS-1305 with BMAI-1301

6/5/2026 - Change the course title from UAS-1302 Physics for Aviation and Weight and Balance to UAS1302 Aviation Physics for UAS, updated course description. Pg. 155

6/24/2026 – Revise the course BSN – 4555-hour distribution from 64 didactic hours and 64 clinical hours to 32 Didactic, 32 Lab, 64 Clinical, to meet ACEN and TBON requirements. pg. 88

08/10/2026 – Corrected hours for course MDCA-1409 from 80 Lecture:48 Lab:32. Pg. 92

08/25/2026 - Remove ITMT-1382 completely. Add MATH-1314 College Algebra to the General Education Courses. Pg. 97

Changed BSBM dual credit GPA from 2.75 to 3.00. pg. 25

Replace the current BSAI program specific requirements with the revised program information and updated admissions requirements. Pg. 22-23

10/09/2026 – Update FINA-3301 from Corporate Finance to Principals of Finance. Pg. 101, 103 & 129

Update course description for MGMT-3317 Management Information Systems Pg. 135

Removed BMAI-1301 Business Computer Applications

Updated course description for BMAI-1301

Updated G&E and Employment rates Pg. 166-167

10/20/26 - Relocating the BSAI transfer credit policy to the appropriate section. Pg. 30

10/27/26 - Change PSYC-1301 Human Factors to PSYC-2316 Emotional Intelligence in the UAS program. Pg. 147

11/5/26 - Replaced MATH 1324 (Finite Mathematics) with MATH 2315 (Discrete Mathematics) in all applicable Business and Information Technology programs. MATH 1324 will be permanently removed from the curricula of these programs.

BSAI – Removed the COSC-3325 as the pre-req for ITAI-4440

BSBM-AI – Removed COSC-3325 as the pre-req for ITAI-4440 and Add Math-2315 as pre-req for ITAI-3310

AAS.UAS – Removed Math-1314 as pre-req for CIST-1310

BS.CC/CS/IS/AI - Removed Math-1314 as pre-req for CIST-1310

BS.BM.MK – Removed MGMT-3360 and MGMT4320. Replaced with MRKG-4320 and MRKG-MRKG-4340

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