PROGRAMS

Add Accounting Associate's Degree
See page 4 of this addendum for details.

Add Business Management Associate's Degree
See page 5 of this addendum for details.

Business Management BS Degree (pg.5)
Delete the heading and replace with:
BUSINESS MANAGEMENT BACHELOR'S DEGREE
LEARNING OPTIONS ● AcceleratED ● Flex Choice

Business Management BS Degree (pg.5)
Delete and replace the "ENTRANCE REQUIREMENTS" language with the following:

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate's degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

Business Management BS Degree (pg.5)
Delete the entire General Education section and replace with the following:

UPPER DIVISION

Communication (Required course)+	**4**
MMC 3407 Visual Communication in the Media	
Humanities (Required courses) +	**8**
AML 4680 Literature of American Minorities	
POT 4001 Political Thought	
Math/Natural Sciences (Required course)+	**4**
EVR 3410 Human Uses of the Environment	
Social Sciences (Required courses) +	**8**
AMH 3304 Visions of America Since 1945	
CPO 4003 Comparative Politics	

Business Management BS Degree (pg.5)
Insert the following after Total Degree Credits:
+ Flex Choice self-paced competency course option(s) available, see pages 2-3 of this addendum for details.

International Business BS Degree (pg. 11)
The International Business program is not currently open for new enrollments.

AcceleratED Early Childhood Education Leadership BS Program Page (pg.13)
Delete and replace the first paragraph with:

Students entering the AcceleratED Early Childhood Education Leadership Bachelor Degree Completer program must provide evidence of having a conferred Associate's degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Delete and replace the first bullet with:

• Student must have a conferred Associate's degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred.

Add the following bullet as the fourth and final bullet of the section:

• Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Early Childhood Education Leadership AcceleratED program.

AcceleratED Criminal Justice Leadership and Management BS Program Page (pg.14)
Delete and replace the first paragraph with:

Students entering the AcceleratED Criminal Justice Bachelor Completer program must provide evidence of having a conferred Associate's degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Add the following bullet as the fourth and final bullet of the section:

• Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Criminal Justice Leadership and Management AcceleratED program.

Flex Choice Option – Self-Paced Competency Course Selections
Add after the last program page in the AcceleratED/Flex catalog:

FLEX CHOICE OPTION
SELF-PACED COMPETENCY COURSE SELECTIONS

See specific course requirements on program pages.

Course Equivalent	Self-Paced Competency Course	Course Description	Transfer (TR) or Test-Out (TO) Credits
LOWER DIVISION			
CGS 1240 Computer Applications and Business Systems Concepts	**Computer and Microsoft Productivity**	This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools. Prerequisites: none	3 (TO)
E242 Career Development	**Virtual Career Center**	This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisites: none	2 (TO)
MNA 1161 Customer Service	**Customer Loyalty & Retention**	This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisites: none	4 (TO)
Lower Division - Communications - General Education	**Conflict Resolution**	The course objective is to gain mastery in the basic concepts of conflict resolution and learn how to apply these concepts in real world situations and one's own life; explore key theories and skills associated with conflict resolution in a variety of contexts, including organizational, intercultural, family and interpersonal. Prerequisites: none	4 (TR)
Lower Division - Humanities - General Education	**Approaches to Studying Religions**	The course objective is to demonstrate understanding of the basic concepts integral to the study of religion and apply the concepts in real world situations; analyze key components of religions as they apply to a range of different belief systems; and examine the role of religion in modern society. Prerequisites: none	4 (TR)
Lower Division - Humanities - General Education	**Introduction to Art History**	The course objective is to gain mastery of the basic art history elements of the Western world from prehistoric to modern times; explore art exhibits, analyze buildings and architecture, and examine art in everyday life. Prerequisites: none	4 (TR)
Lower Division - Math/Natural Science - General Education	**College Algebra**	The course objective is to build mastery around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. The student will demonstrate the application of these concepts to real life scenarios. Prerequisites: none	4 (TR)
Lower Division - Math/Natural Science - General Education	**Human Biology**	The course objective is to introduce topics from the subject of human anatomy and physiology. Pathway topics include the molecular and cellular basis of life, genetics, organ systems, and the impact of nutrition and exercise on human health. Prerequisites: none	4 (TR)
Lower Division - Math/Natural Science - General Education	**Introduction to Statistics**	The course objective is to gain mastery of the basic principles of statistics. Students will learn a variety of topics including statistical principles, research methodologies, data analysis, and hypothesis testing. The student will demonstrate the application of these topics in statistics to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	**Introduction to Psychology**	The course objective is to familiarize with the basic principles of psychology and the scientific methods. Students study a variety of topics including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	**Introduction to Sociology**	The course objective is to gain mastery of the basic principles of sociology. Students will learn a variety of topics including sociological theories, cultural deviance, social interaction, diversity, stratification, as well as education, technology, and health in modern society. Students will demonstrate the application of these topics in sociology to everyday situations. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	**Macroeconomics**	The course objective is to introduce the student to the study of general economic principles such as supply and demand; gross domestic product; inflation; unemployment; fiscal policy; monetary policy interest rates; the exchange rate; and being able to formulate and assess macroeconomic policy suggestions. Prerequisites: none	4 (TR)
Lower Division - Social Science - General Education	**Microeconomics**	The course objective is to enable the student to explore the behavior of individual consumers and firms in the marketplace; evaluate decisions, both public and private, with an economic lens; and apply conceptual principles of microeconomics in practical ways to everyday life. Prerequisites: none	4 (TR)

UPPER DIVISION

Upper Division - Communications - General Education	**Visual Communication in the Media**	Students will develop visual literacy skills which allow proper analysis of how and why images are used to convey messages to viewers. This skill will help students identify how common social ideas are visually perpetuated and used in the media. They will also be able to analyze how to effectively and ethically use visuals to target a particular audience. Practice includes active analysis of visual cues and elements and the reasoning behind how to use visual cues and elements that are pleasing to the sensory (brain) and perception (emotions) of viewers. Students will also assess the use of visuals to persuade viewers. Finally, students will learn ethical principles in the use of visuals to avoid creating propaganda or manipulative imaging, as well as the ethical philosophies that motivate visual communication in the media. Prerequisites: none	4 (TO)
Upper Division - Humanities - General Education	**Art in the World and the Workplace**	The course explores the roles of music, poetry, prose, and visual art in our modern workplace and home lives. Topics include the benefits of art in the home, community, and workplace. These include creativity, focus, happiness, networking opportunities, curiosity, idea-generation, reduction of stress, and increase of morale. The course is an historical perspective of the role and application of art, up to and including the 21st century. Prerequisites: none	4 (TO)
Upper Division - Humanities - General Education	**Understanding Ourselves Through Physics: From Newton to your Cell Phone**	This course tracks how we have understood ourselves and our world – including time, space, gravity, and our gadgets – as understanding of physics has evolved. Topics will include Newton's "discovery" of gravity, Einstein and relativity, energy particles and waves, the atom and how we use it, Schrödinger's cat, and modern technologies. Prerequisites: none	4 (TO)
Upper Division - Math - General Education	**The Mathematics of Games**	This course serves as an introduction to the mathematics of games. Math topics may include, but are not limited to, probability, combinatorics, and introductory game theory. Techniques and methods are developed through the examination and analysis of classic games and problems. This course also includes the study of applications of probability and game theory in both business and industry. Discussions include the use of utility theory to establish payoffs in real-world settings. Prerequisites: none	4 (TO)
Upper Division - Social Sciences - General Education	**Sociology in a Digital World**	This course examines how society's structure adapts as densely-populated cities grow and more crowds congregate and create data in cyberspace. Topics to be explored through a sociological lens include wikis, big data, the digital divide, online networking, the evolution of language, and deviance. Prerequisites: none	4 (TO)
Upper Division - Social Sciences - General Education	**The Psychology of Social Media**	This course examines psychology impacts when humans engage with peers through online networks for social and professional use. Benefits to be explored include networking, distance team building, access to global perspectives, and social media's impact on Benedict Anderson's "Imagined Communities". Also explored will be the psychology of harmful online behaviors such as cyber-bullying and trolling. Prerequisites: none	4 (TO)

Competency Course Transfer Policy

- Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
- Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through a competency courses count toward the transfer maximum.
- Credits earned through a competency courses will count toward earned credits.

*The American Council on Education's College Credit Recommendation Service (ACE Credit®) has evaluated and recommended college credit for each of the *Sophia* Pathways for College Credit online courses which are offered through Rasmussen College in programs with a Flex-choice option.

ACCOUNTING ASSOCIATE'S DEGREE

LEARNING OPTION ● Flex Choice

Associate of Science Degree in Florida; Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin

CAREER OPPORTUNITIES:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

OBJECTIVE:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

ENTRANCE REQUIREMENTS:
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission Entrance Placement Exam.

In addition, applicants must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

GENERAL EDUCATION
LOWER DIVISION

English Composition (Required course)	**4**
ENC 1101 English Composition	
Communication (Required courses) +	**8**
COM 1002 Introduction to Communication	
COM 1388 Communicating In your Profession	
Humanities (Required courses) +	**8**
HUM2023 Humanities	
PHI2103 Introduction to Critical Thinking	
Math/Natural Sciences (Required courses) +	**8**
AST 2002 Intro to Astronomy	
MAT 1031 College Algebra	
Social Sciences (Required courses) +**	**8**
ECO 1000 Principles of Economics	
SYG 1000 Introduction to Sociology	

MAJOR/CORE

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
ACG 2062C Computer Focused Principles	3
ACG 2680 Financial Investigation	4
ACG 2930 Accounting Capstone	2
APA 1500 Payroll Accounting	4
BUL 2241 Business Law	4
CGS 1240 Computer Applications and Business Systems Concepts +	3
CTS 2511 Excel	3
E242 Career Development +	2
FIN 1202 Financial Markets and Institutions	4
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
TAX 2002 Income Tax	4

Total Associate's Degree Credits	
Total General Education Credits	**36**
Total Major and Core Credits	**57**
TOTAL DEGREE CREDITS	**93**

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

** It is recommended that students complete their Social Sciences requirements in one of the following combinations: (1) Principles of Economics and Introduction to Sociology; (2) Principles of Economics and one Flex Choice option lower division Social Science General Education competency course; or (3) both Macroeconomics and Microeconomics Flex Choice option lower division Social Science competency courses.

+ *Flex Choice self-paced competency course option(s) available, see pages 2-3 of this addendum for details*

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.rasmussen.edu/student-investment-disclosure/.

BUSINESS MANAGEMENT ASSOCIATE'S DEGREE
LEARNING OPTION ● Flex Choice

Associate of Science Degree in Florida; Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin

CAREER OPPORTUNITIES:
• Entry-level Business Assistant
• Bookkeeper
• Management Trainee

OBJECTIVE:

Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

ENTRANCE REQUIRMENTS:
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission Entrance Placement Exam.

In addition, applicants must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses.   If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

GENERAL EDUCATON COURSES

English Composition (Required course)	**4**
ENC 1101 English Composition	
Communication (Required courses) +	**8**
COM 1002 Introduction to Communication	
COM 1388 Communicating In Your Profession	
Humanities (Required courses) +	**12**
HUM 2023 Humanities	
PHI 1520 Ethics Around the Globe	
PHI 2103 Introduction to Critical Thinking	
Math/Natural Sciences (Required courses) +	**8**
AST 2002 Introduction to Astronomy	
MAT 1031 College Algebra	
Social Sciences (Required courses)+**	**8**
ECO 1000 Principles of Economics	
SYG 1000 Introduction to Sociology	

MAJOR AND CORE COURSES

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
ACG 2062C Computer Focused Principles	3
APA 1500 Payroll Accounting	4
BUL 2241 Business Law	4
CGS 1240 Computer Applications and Business Systems Concept +	3
COM 1007 Professional Communication	4
E242 Career Development +	2
FIN 1000 Principles of Finance	4
GEB 1011 Introduction to Business	4
GEB 2930 Business Capstone	2
MAN 1300 Introduction to Human Resource Management	4
MAN 2021 Principles of Management	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
MNA 1161 Customer Service +	4

Total Associate's Degree Credits	
Total General Education Credits	**40**
Major and Core Credits	**50**
TOTAL AS DEGREE CREDITS	**90**

**It is recommended that students complete their Social Sciences requirements in one of the following combinations: (1) Principles of Economics and Introduction to Sociology; (2) Principles of Economics and one Flex Choice option lower division Social Science General Education competency course; (3) both Macroeconomics and Microeconomics Flex Choice option lower division Social Science competency courses.

+ Flex Choice self-paced competency course option(s) available, see pages 2-3 of this addendum for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar during the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

COURSE DESCRIPTIONS

Add:
ACG 2062C Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Financial Accounting I

Add:
APA 1500 Payroll Accounting
40 hours, 4 credits.
Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite Financial Accounting I

Add:
AST 2002 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.

Prerequisite: none

Add:
CGS 1240 Computer Applications and Business Systems Concepts
40 hours, 3 credits
This course is teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and E-Commerce tools, and creating presentations with enhanced features and web tools.

Prerequisite: none

Add:
COM 1002 Introduction to Communication
40 hours, 4 credits
The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

Add:
COM 1388 Communicating in Your Profession
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse workplace communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: Passing Grade in B080 Reading & Writing Strategies or college-level English placement.

Add:
ECO 1000 Principles of Economics
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomic concepts.

Prerequisite: none

Add:
ENC 1101 English Composition
40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, unified, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will learn practice effective writing and apply course concepts.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

Add:
GEB 1011 Introduction to Business
40 hours, 4 credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: none

Add:
HUM 2023 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

Add:
MAN 1300 Introduction to Human Resource Management
40 hours, 4 credits
This course is an introduction to the management and leadership of an organization's human resources. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

Add:
MAT 1031 College Algebra
40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

Add:
MNA 1161 Customer Service
40 hours, 4 credits
This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

Add:
PHI 1520 Ethics Around the Globe
40 hours, 4 credits
This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: None

Add:
PHI 2103 Introduction to Critical Thinking
40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

Add:
SYG 1000 Introduction to Sociology
40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

ACADEMIC INFORMATION AND COLLEGE POLICIES

College Acceptance or Rejection of Application for Admission (pg.23)

Delete and replace the third bullet with the following:

- Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency.

  Applicants without a conferred associate's degree or higher and who have not completed a college-level English course are required to complete the Reading & Writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

  Applicants providing a transcript with a conferred associate's degree or higher are not required to complete the College entrance placement examination in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred associate's degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination in mathematics and will not require remedial coursework in this area.

Delete the fourth bullet point and replace with the following:

- Successful completion of Rasmussen College Experience Course. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed an additional opportunity to re-take the course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final attempt may be granted based on two conditions: 1) One year has passed since the original first attempt; 2) Written request is submitted by the student. The following students are exempt from the College

Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation program (CDA) within six months of enrolling into a program; students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course.

Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.

Re-Enter Policy (pg.24)

Delete and replace the fourth paragraph of this section with the following sentence:

A complete description and the requirements of the re-entry application process are available through the Program Managers.

General Criminal and FDLE Background Check Process (pg.24)

Delete the second and third bullets and replace with the following:

- The student must return all course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

Entrance Requirements for Business Management Associate's Degree (pg. 25)

Delete and replace the existing section with the following:

Entrance Requirements for Business Management Associate's Degree with Flex Choice Option

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English

and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.

In addition, applicants must successfully complete the *Introduction to Computers* module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

* Official and unofficial transcripts and grade reports for courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be accepted.

Students who require Developmental Education coursework may be eligible for a program with a Flex Choice option. Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option.

Active Rasmussen College students are eligible to enroll in a program with a Flex Choice option upon achieving a 3.0 cumulative GPA for the program of enrollment.
For students who want to transfer into a program with a Flex Choice option from another Rasmussen College program or reenter into a program with a Flex Choice option the following apply:

- Interested students must have completed all required developmental education coursework as determined by entrance placement examinations, if appropriate
- Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option.
- Interested students must successfully complete the *Introduction to Computers* module of the Computer and Microsoft Productivity competency course, if not already completed. The applicant will have one week from the point of enrollment in the module to complete it.
- Interested students must have all transcripts for previously completed coursework evaluated for transfer into the program desired and to

determine eligibility to transfer into the program.
- Students transferring into a program with a Flex Choice option must complete the online Flex Choice orientation course prior to starting a program with a Flex Choice option.

Scholarship and Grant Programs (pg.26)
Add the following section immediately after the Achieve Scholarship section:

Real/Change Scholarship
New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs—up to $2,800 in additional scholarship funding for an Associate's degree and $5,600 for a Bachelor's degree. This scholarship will be awarded quarterly while attending Rasmussen College, and is calculated and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/realchange.

SCHOLARSHIP AND GRANT PROGRAMS: Military Discount (pg.26)
Delete the entire paragraph and replace with the following:

Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount on part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

SCHOLARSHIP AND GRANT PROGRAMS: Restrictions (pg. 26)
Delete and replace with the following:

Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratED Partner Success Grant
- AcceleratED Scholarship
- Achieve Scholarship

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The

Real/Change Scholarship will be applied after the primary scholarship or grant has been applied.

SCHOLARSHIP AND GRANT PROGRAMS: AcceleratED Scholarship (pg. 26)
Add the following new section immediately following the "AcceleratED Partner Success Grant" section:

AcceleratED Scholarship
Rasmussen College will award new AcceleratED students a $1500 AcceleratED Scholarship. The scholarship will be awarded in a lump sum as a one-time credit against tuition in the last session of a student's program immediately prior to graduation.
Eligibility guidelines for the AcceleratED Scholarship are as follows:
- The student must take a minimum of 12 credits in each term. A term is comprised of two AcceleratED sessions.
- The student must meet all Satisfactory Academic Progress requirements including a cumulative GPA of 2.0 or higher.
- Continuous enrollment must be maintained to receive the scholarship.
- The student must be enrolled in the final session of the program prior to graduation.
- The scholarship is available to new students only, effective for students beginning January 2014 or later.
- Employees of Rasmussen, Inc. and their family members are not eligible to participate.
- The scholarship award is non-transferable, and no substitution or cash equivalent is allowed. If the student does not start school or does not graduate, the scholarship will not be awarded.
- Rasmussen College and its agents assume no responsibility for damages, losses, or injury resulting from acceptance or use of the scholarship award. Taxes and fees, if any, are the sole responsibility of the recipient.
- This scholarship can be combined with the Rasmussen College American Hero's Grant.
- This scholarship cannot be combined with the Accelerated Partner Success Grant.
- This scholarship cannot be combined with Kansas and Missouri AcceleratED pricing.

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy (pg.26)
Delete and replace the first paragraph with the following:

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher or a grade of Pass in college-level English and/or Mathematics are not required to complete College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination.

Foundation Courses Timeframe (pg.26)
Delete and replace the existing section with the following:

Foundation Courses Timeframe
To help ensure student success, students requiring foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Foundations courses must be completed no later than the end of the Student's third full quarter of enrollment, or the student will be dismissed from the College.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Common Grading Scale System Percentage Scale (pg. 26)
Add the following sentences immediately following the A-F scale:

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab

component will result in failure of both components of the course.

Point Scale Alphabetical Grading System (pg. 27)
Delete and replace with the following:

Point Scale
Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
AUDIT	NA	Audit
CL	NA	Unregistered
CW	NA	Course Waiver
FD	NA	Failure Dropped
I/IN	NA	Incomplete
PT	NA	Pending Transfer Credit
S/SA/SX	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Official Transfer Credit
U/UN/UX	NA	Unsatisfactory
UXD/UD	NA	Unsatisfactory Drop
W/WD/WX	NA	Withdrawal
WF/WXF	NA	Withdrawal Fail
WP/WXP	NA	Withdrawal Pass
ZF	NA	Audit Fail
ZP	NA	Audit Pass

Academic Policies (pg.27)
Add the following immediately after the "Point Scale, Alphabetical Grading System" section:

Competency Courses
Competency-based courses allow students to progress by demonstrating their competence, which means they prove that they have mastered the knowledge and skills (called competencies) required for a particular course.
Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course objectives of the College's instructor-led courses. These objectives are typically directed to ensure that students *know* something. Competency courses are groups of assessments that allow students to prove their ability to perform a specific task. Completing the competency demonstrates that students know and can do something. Each competency course contains a selection of competencies called "Modules" where similar competencies are grouped; these self-paced modules allow students to demonstrate mastery of different subjects and sections of the curriculum in one convenient location. Demonstrated mastery in a competency course

may be converted to credits that will transfer into Rasmussen College credits.
• Students may attempt a competency course as long as they are concurrently enrolled in and taking coursework in an eligible program.
• Enrolled students may elect to take a Rasmussen competency course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.
• Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student's academic file.
• If a student has already attempted an online, instructor-led course, as indicated by a posted W/WD or F/FA grade, the student will not be allowed to attempt the equivalent competency course. A student may attempt a competency course and later enroll in an equivalent instructor-led course as long as the competency transfer credit has not been awarded.
• Competency courses will not count as credits for financial aid eligibility.
• Students have 60 days from the date they access a competency course to complete it. Students may apply in writing for one additional 30-day extension to complete the competency course; additional requirements may apply. Students are allowed a maximum of one 30-day extension per competency course.
• Students who do not successfully complete a competency course within the allotted time will be required to take the course as an instructor-led course.
• Competency courses must be completed prior to or concurrently with the final instructor-led courses in the program.

Repeating Courses Policy (pg.27)
Delete and replace the entire section with the following:

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an "F/FA." If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered "passing" than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more

than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of Pass and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA" grade will be replaced by a "TR" and the student's GPA will be recalculated to reflect the transfer of credit. However, all of the course credits both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Program Changes (pg.27)
Delete and replace the first sentence of the fourth paragraph of this section with the following sentence:

A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records.

General Transfer Credit Policy (pg.29)
Delete the 11th and 12th bullets and replace them with the following:

- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.
- Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.

Delete the entire 19th bullet (2nd to last bullet in the section), which states:

- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

Course By Course Transfer (pg.29)
Delete and replace the third bullet with the following:

- Only courses completed with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), will be eligible for transfer credit.

Course by Course Transfer (pg. 29)
Delete and replace the sixth bullet with the following:
- Credits in Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, CDA, CEN, CET, CGS, CIS, COP, COT, CNT, CTS, DIG, GRA and ISM, MAA, MAD, MAP, MTB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin: N, SD and W. This excludes the following courses, which do not have expirations:
  1. Computer Applications and Business Systems Concepts
  2. Introduction to Discrete Mathematics
  3. Excel

Course by Course Transfer (pg. 29)
Delete and replace the tenth bullet with the following:

- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar course work that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

Transfer of Credit, Prior Learning and Waivers (pg.29)
Add the following immediately after the "Course By Course Transfer" section:

Competency Course Transfer Policy
• Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
• Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
• The decision to accept transfer credits is always at the discretion of the receiving institution.
• Credits earned through competency courses count toward the transfer maximum. Credits earned through competency courses will count toward earned credits.

Replace the heading "Credit by Examination" with "Credit by Examination (for non-Competency Courses)" (pg.29)

Add the following bullet to the end of this newly renamed "Credit by Examination (for non-Competency Courses)" section:

• Credits awarded through credit by examination (TO) may not be transferable to another institution.

Add the following language as a new bullet after the existing first bullet in the section:

• Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a Microbiology course of a minimum four quarter credits which contains both a didactic component and lab. Qualified students who score 73% or higher on the credit by examination will earn a Microbiology "TO" on their Rasmussen College transcript.

AcceleratED Bachelor's Degree Programs Transfer Policies (pg.29)
Add the following sentence as a new third bullet point:

• Students transferring into an AcceleratED program who are required to complete additional non-AcceleratED coursework in order to begin the AcceleratED program (pre-qualified students) will have their posted credits adjusted to reflect the additional coursework required.

AcceleratED Criminal Justice Bachelor's Degree Transfer Policy (pg.29)
Delete and replace the first paragraph with:

Students entering the AcceleratED Criminal Justice Bachelor Completer program must provide evidence of having a conferred Associate's degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Add the following bullet as the fourth and final bullet of the section:

• Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Criminal Justice Leadership and Management AcceleratED program.

AcceleratED Early Childhood Education Leadership Bachelor's Degree Transfer Policy (pg.30)
Delete and replace the first paragraph with:

Students entering the AcceleratED Early Childhood Education Leadership Bachelor Degree Completer program must provide evidence of having a conferred Associate's degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Delete and replace the first bullet with:

• Student must have a conferred Associate's degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred.

Add the following bullet as the fourth and final bullet of the section:

• Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Early Childhood Education Leadership AcceleratED program.

School of Business Waivers (pg.30)
Insert the following language after the "AcceleratED Finance Bachelor's Degree Transfer Policy" section:

Course waivers will be considered for students who have select professional certifications from the HR Certification Institute™ for the distinction of Professional in Human Resources (PHR) or for the distinction of Senior Professional in Human Resource Management (SPHR)

- Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.
- Certifications must be current.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

- Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as course waiver (CW):
    1. Introduction to Human Resource Management
    2. Employment Law
    3. Modern Human Resource Management
    4. Workforce and Labor Relations Management

- Students presenting evidence of certification by the HR Certification Institute for the distinction of SPHR will be awarded the following credit as course waiver (CW):
    1. Introduction to Human Resource Management
    2. Employment Law
    3. Modern Human Resource Management
    4. Workforce and Labor Relations Management
    5. Strategic Human resource Management

School of Justice Studies Waivers (pg.30)
Insert the following immediately before the "College Equivalency Credit" section:

School of Justice Studies Waivers
- Course waivers will be considered for students who have attended and successfully completed the following courses offered through the MN BCA Criminal Justice Training and Education Program (BCA-CJTE). Student must present evidence of their attendance by submitting a course certificate of completion.
    1. Basic Narcotics
    2. BCA Crime Scene Course
    3. Crime Prevention Practitioner Course
    4. Financial Investigation Techniques Course
    5. Forensic Science Partners Course

    6. Leadership in Police Organizations Course
    7. Southern Police Institute Homicide Course

Similar courses will be considered upon request. A review of the content against the syllabus of the course for which transfer is requested will be assessed, awarding of a waiver is at the sole discretion of the Dean of the School of Justice Studies. Sufficient time must be allowed for an appropriate review, the student will be required to submit the syllabus of the course, the hours required and evidence of completion of the course.

College Equivalency Credit (pg.30)
Add the following after the first bullet (regarding AP examinations):

- For graduates of United States high schools who provide transcripts of individual certificate completion in an International Baccalaureate® (IB) Diploma Programme credit may be awarded based on individual subjects; examination scores of 4 and higher are required. Courses will be accepted relative to the program of enrollment.

Delete and replace the sixth bullet point with the following:

- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Associate College Registrars.

Rasmussen College Academic Integrity Policy, Section V (pg. 30)
Delete Section V and replace with the following:

V.   Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling in writing to his/her Dean. If the Dean confirms the violation, the appeal is reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

Minimum Technical Requirements (pg. 31)
Delete the entire section and heading and replace with the following:

Rasmussen College Minimum Technical Requirements
In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum

technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Due to frequent changes in technology, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learntoday. info/course_files/techinfo/techinfo_ols.html, which is updated regularly to reflect current requirements.

Current technical requirements are as follows:
Technical Requirements
These are the technical requirements necessary for your online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured.

Please note, some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

1. Web Browser Requirements
The following web browsers are formally supported and tested:
- With PCs running Windows OS:
    o Google Chrome
    o Firefox
    o Internet Explorer version 8, 9 or 10;
- With Macs running OS X:
    o Google Chrome
    o Firefox
    o Safari 5 or 6.0.x
Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

2. Cookies Must Be Enabled on your Browser
A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not.
Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the **Personal Support Center.**

3. Required Plug-ins
Flash
Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: http://get.adobe.com/flashplayer/.

Shockwave

Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: http://get.adobe.com/shockwave.

Acrobat Reader
Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: http://get.adobe.com/reader/.

Microsoft PowerPoint
Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: http://www.microsoft.com/en-us/download/details.aspx?id=13.

Microsoft Word
Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

Microsoft Excel
Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

ZIP File Compression Utility
Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e. filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: http://www.7-zip.org.

If your computer is running Windows XP, or newer, there is a compression utility already built in. For help "zipping" and "unzipping" files using the Windows compression tools, please view the demonstrations at http://content.learntoday.info/course_files/techinfo/techinfo_ols.html.

Tobacco Use Policy (pg. 33)
Add the following new policy immediately following the Drug Abuse Policy:

Tobacco Use Policy

Smoking and tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of

the campus grounds. This policy applies to all faculty, staff, students and visitors.

This policy does not apply to areas of multi-tenant buildings that the proprietor has designated a public area for smoking. Similarly, this policy does not apply to off-site events controlled or sponsored by the College where site management had designated an area for smoking.

For purposes of this policy, "tobacco use" means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco. Smoking is defined as inhaling, exhaling, burning or carrying in hand any lit tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy. Visitors may be asked to leave the premises.

Directory Information (pg. 33)
Delete and replace with the following:

Directory Information
Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); Rasmussen College issued student email address; course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Appeal Procedure (pg. 34)
Delete and replace with the following:

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students must appeal first to their instructor, in writing, to the instructor's "@rasmussen.edu" email (found on the course syllabus) within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students must provide appeal documentation and a written statement to the Dean. The Dean will have one week from the time they are contacted by students to consider any such appeals. If the issue remains unresolved after a thorough investigation of the matter by the Dean and the student wishes to further the appeal, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

Refund Policy for Iowa Residents (pg.36)
Delete and replace paragraph e. with the following:

e.   In compliance with Iowa Code 714.23, the $150.00 course resources fee will be refunded for students who are residents of the state of Iowa.

Refunds (pg. 37)
Insert the following section immediately before "Return of Title IV Funds Policy:"

Cancellation and Refund Policy for Missouri Residents:
Students may cancel enrollment at any time, complying with the notification procedures established by the College. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:
> a. If cancellation occurs within three days of initial enrollment, excluding Saturdays, Sundays and holidays, any money paid by the prospective student shall be refunded.

b. If cancellation occurs after three days of initial enrollment, standard cancellation and refund policies as specified in this catalog will apply.

Extended Quarter Break Stop Out Policy (pg. 37)
Delete and replace with the following:

Extended Quarter Break Stop Out Policy
Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning for Session II of the term in which the Extended Quarter Break Stop Out is requested or the student will be withdrawn from Rasmussen College. Students who are receiving Title IV funding must be scheduled to take at least six credits in Session II of the Extended Quarter Break Stop Out term. The student must meet with his or her Student Success Manager in order to obtain a Stop Out Request Form. The Student Success Manager will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the first day of quarter for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take a Stop Out are eligible to receive aid only on the mid-start courses of the term the student returns. A Stop Out is not permitted in consecutive terms.

Accelerated Tuition Table (pg. 36) Delete the Tuition Table and the Course Resources Fee section and replace with the following:

Pricing will be effective for new students as of July 2014	Part-Time	Full-Time
AcceleratED • School of Business • School of Education • School of Justice Studies	$310 per credit for courses required to complete program (except noted below)	$260 per credit for courses required to complete program (except noted below) **Residents of Kansas & Missouri** $167 per credit for courses required to complete program (except noted below)
Flex Choice • School of Business	$260 per credit for faculty-led courses required to complete program There is no additional fee for self-paced courses, a student must be enrolled in at least two faculty-led courses per term in order to take any self-paced courses	$260 per credit for faculty-led courses required to complete program There is no additional fee for self-paced courses, a student must be enrolled in at least two faculty-led courses per term in order to take any self-paced courses
Prequalified AcceleratED Coursework: English Composition, College Math, Natural Science, or any pre-requisite course required in order to start an AcceleratED program. These are taught in 11-week sessions. •School of Business •School of Education •School of Justice Studies	$310 per credit	$299 per credit
Additional Elective Coursework Outside the AcceleratED Program: These courses are taught in 11-week sessions. •School of Business •School of Education •School of Justice Studies	$310 per credit	$299 per credit

- Full time students in AcceleratED programs are defined as taking 12 or more credits per term. Students taking less than 12 credits are part time students.
- Full time students in Flex Choice programs are defined as taking two or more faculty-led courses per term.
- There is a required course resources fee of $150 per course.

• The state of residency for Kansas and Missouri residents is determined by the information submitted on the FAFSA.

• Students receiving tuition of $167 per credit will not be eligible for additional Rasmussen College discounts, scholarships or grants.

• FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of $150 for every course over four courses.

• Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.

• Students must be enrolled in one of the AcceleratED programs; Individual progress (IP) students do not have the option to enroll in AcceleratED coursework.

• No additional discount or reductions can be applied to Full-time or Accelerated tuition rates. This includes corporate partner discounts, military member/family discounts, and other reductions.

Course Resources Fee
Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable each quarter. For courses with a common course number split between lecture, lab, and clinical, only one course resource fee will be applied. The course resources fee includes, but is not limited to (where applicable for specific programs):
> • Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)
> • Physical and electronic library resources (reference services, books, eBooks, databases, guides, Interlibrary Loan, etc.)
> • Peer, faculty, and expert tutoring with 24/7 math support, writing lab paper review, and 24/7 question response
> • Technology tools and online course systems
> • The Student Portal
> • The Personal Support Center Help Desk
> • The Criminal Justice driving, firing range safety and other tactical skills facilities and services
> • Licensed materials and videos
> • Reimbursement for student exam certifications and certain exam review programs
> • Some (not all) background checks and immunizations
> • Uniforms and other supplies for the medical and criminal justice programs used while in class
> • Access to Online career resources such as Optimal Resume and Job Connect

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit Rasmussen.edu/SID.