Davenport University is accredited by the Higher Learning Commission — North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite #2400, Chicago, IL 60601; phone (800) 621-7440; www.ncalhigherlearningcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

Davenport University, an independent, nonprofit institution, is chartered by the State of Michigan and is empowered to grant degrees. It is also certified by the State Approval Agency of the Department of Education.

Davenport University is recognized for veterans’ training under the G.I. Bill for Veterans Educational Assistance.

The University is approved by the United States Department of Justice, Immigration and Naturalization Service as an institution of higher education for training foreign students.

The University is approved by agencies of the state and federal governments for many programs including Rehabilitation Work Incentive, etc.

Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

Davenport University is designated as a Center of Academic Excellence (CAE) for its Information Assurance coursework. CAES are designated by the National Centers of Academic Excellence in Information Assurance Education (CAE/IAE) and are jointly sponsored by the National Security Agency (NSA) and the Department of Homeland Security (DHS).

A bachelor’s degree earned at Davenport University with a major in accounting is fully recognized by the Michigan State Board of Accountancy.

A bachelor’s degree in Finance with a Financial Planning Specialty earned at Davenport University is fully recognized by the CFP Board (Certified Financial Planning) Standards Board.

The HIM baccalaureate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The HIM associate degree level program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The Bachelor of Science program in Health Services Administration is certified by the Association of University Programs in Health Administration (AUPHA), 2000 14th Street North Suite 780, Arlington, VA 22201 (www.aupha.org).

The Medical Assisting program at Battle Creek, Saginaw in conjunction with Lansing and Grand Rapids campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clewiston, FL 33769, 727-317-2250.

The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids, Midland and Warren. The Diploma in Practical Nursing at the Warren and Midland campuses are also approved by the Michigan Board of Nursing. The pre-licensure Bachelor of Science in Nursing (BSN) program, Bachelor of Science in Nursing (Completion Program) and the Diploma in Practical Nursing programs are each accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information: ACEN Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5500 www.acenursing.org.

In addition the pre-licensure Bachelor of Science in Nursing (BSN) program and the Bachelor of Science in Nursing (Completion Program) are each in candidacy status with the Commission on Collegiate Nursing Education (CCNE).

The Paralegal Studies Program, which offers an Associate of Science, Bachelor of Science and a Post-Baccalaureate Certificate at the campus in Grand Rapids, MI has been continuously approved by the American Bar Association (ABA) since 1994. Accreditation credentials are available for review from University officials upon request.

NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

Davenport University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services.

In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti-Harassment policy.
Welcome to Davenport University!

Davenport is a university with a bold vision for high quality that will help you exceed employer expectations in the career of your choice. We listen to employers and CEOs of major companies who tell us what they need and then meet those needs with our career-focused curriculum. This catalog is designed to help you set a successful course toward your personal and educational goals.

Each student who enters Davenport University, whether at one of our campuses or online, receives the same level of quality and individual attention. We are dedicated to providing a supportive learning environment with rich traditions of excellence that will transform you and help you fulfill your potential as a professional.

People who hold degrees are the future of our knowledge-driven economy, and we are excited that you have chosen Davenport to help you become a successful part of this dynamic economy.

Please refer to the catalog and save this copy for future reference. And once again, welcome to Davenport, where we are dedicated to quality and seeing you succeed.

Sincerely,

Richard Pappas, Ed.D.
President
Welcome to Davenport University!
We look forward to helping you achieve your career and personal goals.

This catalog is designed to help you set a successful course toward your higher education and career goals. Please refer to the catalog and save this copy for your future reference.

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The information in this catalog is subject to change. The catalog cannot be considered as an agreement or contract between individual students and Davenport University or its administrators. The University, through appropriate action, reserves the right to change policies, procedures, and other such information printed in any publication. Check our website for any updates and all current information.
### FALL 2015 (201610)

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>15-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>Early 4-week session</th>
<th>Mid 4-week session</th>
<th>7-week session 2</th>
<th>Late 4-week session</th>
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<td>Fri Aug 21</td>
<td>Fri Aug 21</td>
<td>Fri Aug 21</td>
<td>Fri Aug 21</td>
<td>Fri Sept 25</td>
<td>Fri Oct 16</td>
<td>Fri Nov 6</td>
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<tr>
<td>without a late registration fee</td>
<td></td>
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<td>Sun Aug 30</td>
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<tr>
<td></td>
<td>Add Mon Aug 31</td>
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<td>Add Wed Oct 28</td>
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<td></td>
<td>Drop Fri Sept 4</td>
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<td>Sat Sep 12</td>
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<td>Fri Nov 20</td>
<td>Fri Oct 16</td>
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<td>Fri Sept 18</td>
<td>Fri Oct 23</td>
<td>Fri Dec 4</td>
<td>Fri Dec 11</td>
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<td>grade</td>
<td>Sat Sep 5 - Mon</td>
<td>Sat Sep 5 - Mon</td>
<td>Sat Sep 5 - Mon</td>
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<td>Thanksgiving Break</td>
<td>Wed Nov 25 - Sun</td>
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<td>Classes end</td>
<td>Sat Dec 19</td>
<td>Wed Nov 11</td>
<td>Mon Oct 19</td>
<td>Mon Sept 28</td>
<td>Tues Nov 3</td>
<td>Sat Dec 19</td>
<td>Sat Dec 19</td>
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<td>Mon Dec 21</td>
<td>Fri Nov 13</td>
<td>Wed Oct 21</td>
<td>Wed Sept 30</td>
<td>Thur Nov 5</td>
<td>Mon Dec 21</td>
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### WINTER 2016 (201620)

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<th>7-week session 1</th>
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<th>7-week session 2</th>
<th>Late 4-week session</th>
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<tr>
<td>Last day to schedule classes</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Mon Dec 28</td>
<td>Fri Feb 5</td>
<td>Fri Feb 26</td>
<td>Fri Mar 25</td>
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<tr>
<td>without a late registration fee</td>
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<tr>
<td>Web add/drop closes</td>
<td>Sun Jan 10</td>
<td>Sun Jan 10</td>
<td>Sun Jan 10</td>
<td>Sun Jan 10</td>
<td>Sun Feb 14</td>
<td>Sat Feb 27</td>
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<td>Sun Jan 10</td>
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<tr>
<td>Classes begin</td>
<td>Mon Jan 11</td>
<td>Mon Jan 11</td>
<td>Mon Jan 11</td>
<td>Mon Jan 11</td>
<td>Mon Feb 15</td>
<td>Mon Mar 7</td>
<td>Mon Apr 4</td>
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<td></td>
<td>Add Mon Jan 11</td>
<td>Add Mon Jan 11</td>
<td>Add Mon Jan 11</td>
<td>Mon Jan 11</td>
<td>Add Mon Mar 7</td>
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<tr>
<td></td>
<td>Drop Fri Jan 15</td>
<td>Drop Fri Jan 15</td>
<td>Drop Fri Jan 15</td>
<td></td>
<td>Drop Fri Mar 11</td>
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<tr>
<td>Last day to use book vouchers</td>
<td>Sat Jan 23</td>
<td>Sat Jan 23</td>
<td>Sat Jan 23</td>
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<td>NA</td>
<td>Sat Mar 19</td>
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<td>Fri Apr 8</td>
<td>Fri Feb 26</td>
<td>Fri Feb 12</td>
<td>Fri Jan 29</td>
<td>Fri Mar 11</td>
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<td>grade</td>
<td>Sun Feb 28 - Sat</td>
<td>Sun Feb 28 -</td>
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<td>Spring Break</td>
<td></td>
<td>Mar 5</td>
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<td>Sat Apr 30</td>
<td>Sat Mar 26</td>
<td>Sat Feb 27</td>
<td>Sat Feb 6</td>
<td>Sat Mar 19</td>
<td>Sat Apr 23</td>
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<td>Tues Mar 3</td>
<td>Tues Mar 29</td>
<td>Tues Mar 1</td>
<td>Mon Feb 8</td>
<td>Tues Mar 22</td>
<td>Tues Apr 26</td>
<td>Tues May 3</td>
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Davenport University 2015-2016 Undergraduate Academic Year Calendar (continued)

### SPRING/SUMMER 2016 (201630)

<table>
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<th>12-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
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<th>7-week session 2</th>
<th>Late 4-week session</th>
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</thead>
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<td>Mon Apr 18</td>
<td>Mon Apr 18</td>
<td>Mon Apr 18</td>
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<td>Mon Jun 6</td>
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<td>Fri Apr 29</td>
<td>Fri Apr 29</td>
<td>Fri Apr 29</td>
<td>Fri Apr 29</td>
<td>Fri Jun 3</td>
<td>Fri Jun 17</td>
<td>Fri Jul 8</td>
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<tr>
<td>Web add/drop closes</td>
<td>Sun May 8</td>
<td>Sun May 8</td>
<td>Sun May 8</td>
<td>Sun May 8</td>
<td>Sun Jun 12</td>
<td>Tues Jun 27</td>
<td>Tues Jun 27</td>
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<tr>
<td>Last day adding to waitlist</td>
<td>Sun May 8</td>
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<td>NA</td>
<td>Thur Jun 30</td>
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<tr>
<td>Classes begin</td>
<td>Mon May 9</td>
<td>Mon May 9</td>
<td>Mon May 9</td>
<td>Mon May 9</td>
<td>Mon Jun 13</td>
<td>Mon Jul 25</td>
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<td>Add Mon May 9 Drop Fri May 13</td>
<td>Mon May 9</td>
<td>Mon Jun 13</td>
<td>Add Fri Jul 1 Drop Thur Jul 7</td>
<td>Mon Jul 25</td>
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<tr>
<td>Last day to use book vouchers</td>
<td>Sat May 21</td>
<td>Sat May 21</td>
<td>Sat May 21</td>
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<td>NA</td>
<td>Sat Jul 16</td>
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<tr>
<td>Last day to withdraw with “W” grade</td>
<td>Fri Jul 8</td>
<td>Fri Jun 24</td>
<td>Fri Jun 10</td>
<td>Fri May 27</td>
<td>Fri Jul 1</td>
<td>Fri Jul 29</td>
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<td>Memorial Day</td>
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<td>Independence Day</td>
<td>Sun Jul 3 - Mon Jul 4</td>
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<td>Sun Jul 3 - Mon Jul 4</td>
<td>Sun Jul 3 - Mon Jul 4</td>
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</table>

Final grades due
- Tues Aug 9
- Tues Jul 26
- Thur Jun 30
- Mon Jun 6
- Wed Jul 13
- Mon Aug 22
- Mon Aug 22

| 11 Mon class meetings | 6 Sat class meetings | 3 Mon & Sat class meetings | 6 Mon class meetings |

### FALL 2016 (201710)

<table>
<thead>
<tr>
<th></th>
<th>15-week semester</th>
<th>10-week session</th>
<th>7-week session 1</th>
<th>Early 4-week session</th>
<th>Mid 4-week session</th>
<th>7-week session 2</th>
<th>Late 4-week session</th>
</tr>
</thead>
</table>
Our Mission
Davenport University prepares and transforms students to achieve the highest level of academic performance, leading them to excel and advance in their chosen fields in the 21st Century.

Our Vision
Davenport aspires to be renowned as a quality institution of higher education that understands the market better than any other institution. We strive to apply that understanding to our programs and teaching, preparing Davenport and its graduates to exceed employer expectations, transform communities, and change lives by believing that every person can achieve his or her dream.

Our Values
Davenport University’s Values represent the behavioral expectations of our faculty, staff, and students in performing their responsibilities and achieving their goals. These values form the acronym “STAIR” and include the following:

- Serving Students with Quality
- Trustworthiness
- Accountability
- Innovation and Creativity
- Respect for People

History
BUILDING UPON A RICH LEGACY

Origins
Davenport University debuted in Grand Rapids in 1866, just 16 years after the city was incorporated. Following many decades of growth and transformation, Davenport has become a leading institution of higher education with campuses across the state of Michigan helping students achieve their career goals in business, technology and health professions.

Founded as Grand Rapids Business College by Conrad G. Swensburg, a Union Army veteran fresh out of service following the Civil War, the college held its first classes on Jan. 25, 1866, with 16 students registered for courses in bookkeeping, penmanship, business law and arithmetic – the standard office skills of the day.

M.E. Davenport Era
After operating under various names and in several locations in downtown Grand Rapids, the institution was on the brink of closing its doors in 1910 when a new teacher, Michael E. Davenport, saved the day. Rallying the remaining staff, he kept the doors open and assumed control of the school that would soon bear his name. Under Davenport’s leadership, the school expanded statewide over the next several decades and became a non-profit institution in 1954. The reputation of the school grew within the community as its graduates assumed positions of leadership in business.

M.E. Davenport faithfully served the institution as president until his passing in 1959, leaving a solid legacy on which his successor could build.

Statewide Growth
Robert W. Sneden succeeded M.E. Davenport as president. Sneden attended Davenport-McLachlan Institute (now Davenport University) from 1937 to 1940. While serving in the army during World War II he was married to Davenport’s daughter Margaret. After the war he began his professional career at Davenport in a variety of roles. He served with distinction as president from 1959 until his retirement in 1977, adding campuses statewide, expanding academic programming for students, and achieving accreditation through North Central Association of Colleges and Schools.

Degree Expansion
When the reins of presidential leadership passed to Donald W. Maine in 1977, Davenport continued to build on the rich traditions and legacy of its past to prepare students to become the business and community leaders of tomorrow. Under Maine’s leadership, Davenport developed from a college offering only associate degree programs to a fully-accredited university providing undergraduate, graduate and online degrees. Maine served as president and chancellor from 1977 to 2000, introducing bachelor’s programs in the 1980s and master’s programs in the 1990s.

Creation of Davenport University
Under the leadership of Randolph Flechsig, president from 2000 to 2009, Davenport’s three separate colleges — Davenport College, Detroit College of Business and Great Lakes College — were unified into one Davenport University. Flechsig led development of the W.A. Lettinga Campus south of Grand Rapids, which is Davenport’s only residential campus and serves as home base for the University’s administration. Flechsig also reintroduced Davenport’s athletics program, which today includes 27 men’s and women’s teams in a variety of sports, including national championship teams in hockey, lacrosse and rugby. Affiliated with the National Association of Intercollegiate Athletics (NAIA), Davenport competes in the Wolverine Hoosier Athletic Conference (WHAC) for most sports.
Vision 2015
Under the leadership of President Richard J. Pappas, Ed.D., Davenport University has undergone a quality transformation. Through the execution of its Vision 2015 long-range strategic plan, student success has improved tremendously and DU’s graduation rate has more than doubled. In recent years, record highs have been recorded in student and graduate satisfaction. The University has been recognized as a Best College to Work For, and the endowment fund has increased by 50 percent. A new campus was launched in Lansing and the Peter C. Cook Center for graduate studies opened in downtown Grand Rapids. The College of Urban Education was created and the Master of Urban Education program launched in 2015. Other new academic programs include the University’s first doctorate (in Physical Therapy), master’s degrees in nursing, occupational therapy, technology management, and more, plus the new Competency-based MBA and the Executive MBA. In the summer of 2015, the University will announce Vision 2020, which will drive strategic plans for the next five years.

Since its founding in 1866, Davenport University has grown to become the second largest private, non-profit institution of higher education in Michigan. With a focus on preparing students to succeed in growth careers of the 21st century, Davenport eagerly embraces a future of growth and new opportunities while also understanding and honoring the rich legacy of its storied past.

Organization and Structure
Davenport University is organized and authorized to grant degrees under the educational laws of the State of Michigan. Control is vested in the governing Board of Trustees, which establishes all institutional policies. A commitment to practical education is at the core of today’s Davenport University. The proof of our success as a university is twofold—graduates who prosper in their careers and employers who seek out our graduates because they know they will excel.

Non-Profit Status
Davenport University is chartered by the State of Michigan as a non-profit educational corporation. It has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department.
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Executive Vice President for Enrollment Management and Student Services
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M.A., Roosevelt University
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M.S.N., Villanova University
M.A., Kutztown University
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Executive Vice President for Finance and CFO
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Senior Vice President
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Davenport University Excellence System

The mission of Davenport University is to “prepare(s) individuals and organizations to excel in the knowledge-driven environment of the 21st century.” To that end, the Davenport University Excellence System was created. The Excellence System consists of nine student learning outcomes that demonstrate professional competencies necessary for graduates to engage in life-long learning and succeed in their chosen profession.

Outcomes

GLOBAL & INTERCULTURAL COMPETENCE
Graduates understand that working and succeeding in an inclusive, international world involves complex issues present in diverse environments.

CIVIC & SOCIAL RESPONSIBILITY
Graduates recognize the value of civic and social responsibility to empower themselves to make informed decisions and participate in the communities in which they live.

ETHICAL REASONING & ACTION
Graduates recognize that integrity is an essential component of accountability and is required in the evaluation of differing value systems to determine appropriate courses of action.

CRITICAL & CREATIVE THINKING
Graduates develop an appreciation of the importance of context and perspective when identifying and challenging assumptions, ideas, processes, and experiences.

ANALYSIS & PROBLEM SOLVING
Graduates use quantitative and qualitative methods of inquiry to assess and evaluate complex problems.

LEADERSHIP & TEAMWORK
Graduates understand how to build, direct and facilitate groups in order to utilize members’ talents to meet attainable goals.

INFORMATION & TECHNOLOGY PROFICIENCY
Graduates identify, access and manage information and technology resources effectively in interpersonal, social, and professional settings.

WRITTEN COMMUNICATION
Graduates recognize the potential impact of written documents and effectively adapt the necessary skills to produce appropriate documents in a variety of interpersonal, social and professional settings.

PROFESSIONAL COMMUNICATION
Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.
D.W. MAINE COLLEGE OF BUSINESS

Programs

**BBA/MBA COMBINED DEGREE**
Honors Professional Accountancy (BBA/MAcc) 151 credits

**BACHELOR OF BUSINESS ADMINISTRATION**
Accounting Fraud Investigation (BBA) 120 credits
Accounting (BBA) 120 credits
Specialties: Internal Auditing, Management Accounting
Finance (BBA) 120 credits
Specialties: Financial Planning
General Business (BBA) 120 credits
Human Resource Management (BBA) 120 credits
International Business (BBA) 120 credits
Management (BBA) 120 credits
Specialties: Entrepreneurship, Financial Management, Global Project Management,
Leadership Effectiveness, Risk Management and Insurance, Sport Management,
Sustainable Business Development
Marketing (BBA) 120 credits
Specialties: Advertising and Promotion, Business-to-Business, Professional Selling, Sport Marketing
Sport Management (BBA) 120 credits

**BACHELOR OF SCIENCE**
Paralegal Studies (BS) 120 credits

**POST-BACCALAUREATE CERTIFICATES**
Global Project Management Certificate 18 credits
Human Resource Management Certificate 25 credits
Paralegal Studies Certificate 27 credits
Risk Management and Insurance Certificate 18 credits
Sustainable Business Development Certificate 15 credits

**ASSOCIATE OF BUSINESS ADMINISTRATION**
Accounting (ABA) 64 credits
Business Administration (ABA) 61 credits
Finance (ABA) 65 credits

**ASSOCIATE OF SCIENCE**
Paralegal Studies (AS) 64 credits
Honors Professional Accountancy Program
Bachelor of Business Administration

**Master of Accountancy | 151 credits |**

**HNR BBA/MAcc**

The Honors Professional Accountancy program provides students with the opportunity to earn a BBA in Honors Professional Accountancy, a Master of Accountancy (MAcc), and a Graduate Certificate in a five-year period. As part of the Master of Accountancy (MAcc) students will choose one of five specialization areas: Professional Accountant courses, Managerial Accountant courses, Fraud Examiner courses, Internal Auditor courses, or Finance courses. This program features selective admission with enrollment caps, dedicated faculty mentors assigned to each student, experiential learning projects as part of the curriculum, and cohorts for all accounting coursework. The six experiential learning projects provide skill building and growth opportunities for each student in their area(s) of interest.

**Preadmission Requirements:**
- Letter of application may be submitted but will not be considered until after completion of 30 credit hours with a 3.25 GPA overall and in major courses.
- Completion of ACCT202 with a B+ or higher or the transfer of ACCT202 with a B+ or higher
- Two letters of reference
- Committee interview (committee will be comprised of the Associate Dean in charge of Accounting and Finance, the Accounting Honors Program Director, and the Department Coordinator for Accounting and Finance at the respective site of application)

**Continued Enrollment Requirements:**
- Maintenance of 3.0 GPA overall and in major courses.
- A Statement of Purpose must be submitted prior to beginning graduate-level coursework.

**Undergraduate degree completion:**

Student may submit an application for graduation for the BBA Honors Professional Accountancy upon successful completion of all required undergraduate courses and ACCT615, ACCT625, and ACCT650.

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Major Units</th>
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<tbody>
<tr>
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<td>COMM120</td>
<td>Presentation Techniques</td>
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<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
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<td>SOSC201</td>
<td>Diversity in Society</td>
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**Foundations of Business**

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<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheet</td>
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<td>FINC211</td>
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<td>LEGL210</td>
<td>Business Law Foundations</td>
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<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective*</td>
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<td>BUSN210</td>
<td>Professional Ethics</td>
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<td>MGMT211</td>
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**Major**

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<td>ACCT301</td>
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<td>ACCT302</td>
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<td>ACCT310</td>
<td>Accounting Fraud Examination</td>
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<tr>
<td>ACCT315</td>
<td>Federal Taxation I</td>
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<tr>
<td>ACCT316</td>
<td>Federal Taxation II</td>
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<td>ACCT318</td>
<td>Payroll and State Tax</td>
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<tr>
<td>ACCT320</td>
<td>Auditing and Assurance Services</td>
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<td>ACCT415</td>
<td>Advanced Accounting Topics</td>
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<td>ACCT420</td>
<td>Governmental and Not-for-Profit Accounting</td>
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<td>ACCT490</td>
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**Graduate Level Courses**

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<tr>
<td>ACCT615</td>
<td>Accounting Research and Communication</td>
<td>3</td>
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<tr>
<td>ACCT625</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT647</td>
<td>Accounting and Financial Analytics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT650</td>
<td>Accountant Responsibilities and Ethics</td>
<td>3</td>
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</tbody>
</table>

Choose one the experiential core course options:
- ACCT789 | Graduate Accounting Experiential Learning or
- ACCT790 | Graduate Accounting Internship or
- FINC793 | Graduate ACG Experience I (2 cr) and
- FINC794 | Graduate ACG Experience II (1 cr) and

**Choose one (15 credit) Specialization Area**

**Professional Accountant Specific Courses [CPAS]**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Major Units</th>
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<tbody>
<tr>
<td>ACCT752</td>
<td>CPA Prep: Financial (FAR)</td>
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<tr>
<td>ACCT756</td>
<td>CPA Prep: Auditing (AUD)</td>
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<tr>
<td>ACCT783</td>
<td>CPA Prep: Regulations (REG)</td>
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<tr>
<td>ACCT787</td>
<td>CPA Prep: Business (BEC)</td>
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<tr>
<td>Grad</td>
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<td>3</td>
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**Managerial Accountant Specific Courses [CMAS]**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT640</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT761</td>
<td>CMA Prep Financial Planning/Performance</td>
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<tr>
<td>ACCT762</td>
<td>CMA Prep Financial Decision Making</td>
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<tr>
<td>FINC750</td>
<td>Advanced Financial Management</td>
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<td>Grad</td>
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*See “Guide to Electives” on page 116 for list of choices.
Fraud Examiner Specific Courses [CFES]  
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT780</td>
<td>Forensic Accounting 3</td>
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<tr>
<td>ACCT781</td>
<td>Fraud Examination and Fraud Schemes 3</td>
</tr>
<tr>
<td>ACCT785</td>
<td>Certified Fraud Examiner Exam Prep I 3</td>
</tr>
<tr>
<td>ACCT786</td>
<td>Certified Fraud Examiner Exam Prep II 3</td>
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<td>Graduate Accounting Elective 3</td>
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Internal Auditor Specific Courses [CIAS] (15 credits)  
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<td>ACCT732</td>
<td>Auditing 3</td>
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<tr>
<td>ACCT738</td>
<td>Certified Internal Audit Basics (CIA) 3</td>
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<tr>
<td>ACCT746</td>
<td>Certified Internal Audit Practice (CIA) 3</td>
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<tr>
<td>ACCT755</td>
<td>Certified Internal Audit Knowledge Elements (CIA) 3</td>
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<tr>
<td>ACCT776</td>
<td>Case Studies in Internal Auditing 3</td>
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Finance Specific Courses [FINS] (15 credits)  
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<tbody>
<tr>
<td>FINC620</td>
<td>Financial Management 3</td>
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<tr>
<td>FINC622</td>
<td>Money and Banking – Treasury Management Focus 3</td>
</tr>
<tr>
<td>FINC750</td>
<td>Advanced Financial Management 3</td>
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<tr>
<td>FINC770</td>
<td>International Financial Strategies 3</td>
</tr>
</tbody>
</table>

Choose one of the following Graduate Certificates not already completed as the specific courses in the Master of Accountancy: (12 credits)  
- Managerial Accounting Graduate Certificate [MAN ACCT GRC]  
- Internal Auditing Graduate Certificate [INT AUDT GRC]  
- Finance Graduate Certificate [FINANCE GRC]  
- Health Care Management Graduate Certificate [HC MGMT GRC]  
- Human Resource Management Graduate Certificate [HR MGMT GRC]  
- Marketing Graduate Certificate [MARKET GRC]  
- Strategic Management Graduate Certificate [STRATMGT GRC]  

*The use of a business elective must be approved by the Associate Dean.

For Graduate Certificate programs and 600-700 level course descriptions, please see the Graduate Catalog or search for them on the University web site, www.davenport.edu.

**ACCOUNTING FRAUD INVESTIGATION**

**Bachelor of Business Administration | 120 credits | ACC FRD BBA**

This program combines the development of technical skills in accounting, computer security, and legal investigation that are needed in fraud examination. Students specifically learn accounting principles, information systems, and auditing practices required in establishing internal controls for fraud prevention. In addition, this learning is coupled with the knowledge of network security that develops technological abilities in fraud detection. Interlacing the coursework in auditing and security is learning regarding the principles, methods, and techniques used in conducting criminal investigations which brings the fraud examination full circle. This program also prepares students with the soft skills of communications, teamwork and leadership needed by the fraud examiner professional.

**Foundations of Excellence 39 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or (if exempt) Open Electives 3</td>
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<tr>
<td>COMM120</td>
<td>Presentation Techniques 3</td>
</tr>
<tr>
<td>ECON200</td>
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<td>Intermediate Algebra 3</td>
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<td>STAT220</td>
<td>Introduction to Statistics 3</td>
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<td>SOSC201</td>
<td>Diversity in Society 3</td>
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<td>HSOC201</td>
<td>Human Values Electives 3</td>
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<td>HSOC211</td>
<td>Social Science Electives 3</td>
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<td>ENVS125</td>
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**Foundations of Business 32 credits**

<table>
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<td>Accounting Foundations II 4</td>
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<td>ACCT220</td>
<td>Accounting Information Technology 3</td>
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<tr>
<td>BIS211</td>
<td>Microcomputer Applications: Spreadsheet 3</td>
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<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective* 3</td>
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<tr>
<td>BUSN210</td>
<td>Professional Ethics 3</td>
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<td>FINC211</td>
<td>Corporate Finance 3</td>
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<td>Management Foundations 3</td>
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<td>MKTG211</td>
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**Major 48 credits**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>Intermediate Accounting I 4</td>
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<td>Intermediate Accounting II 4</td>
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<td>ACCT310</td>
<td>Accounting Fraud Examination 3</td>
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<tr>
<td>ACCT315</td>
<td>Federal Taxation I 3</td>
</tr>
<tr>
<td>ACCT320</td>
<td>Auditing and Assurance Services 3</td>
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<td>ACCT350</td>
<td>Accounting Information Systems 3</td>
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<td>ACCT401</td>
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<td>ACCT421</td>
<td>EDP Computer Auditing 3</td>
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<td>Accounting Issues and Research 4</td>
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<td>BUSN489</td>
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<tr>
<td>FINC494</td>
<td>ACG Capstone Experience II (1 cr) 3</td>
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<tr>
<td>IAAS221</td>
<td>Security Foundations 3</td>
</tr>
<tr>
<td>IAAS332</td>
<td>Authentication and Audits 3</td>
</tr>
<tr>
<td>LEGL211</td>
<td>Criminal Law 3</td>
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<tr>
<td>PSMG250</td>
<td>Investigative Techniques and Procedures 3</td>
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</table>

**Open Electives 1 credit**

*The use of a business elective must be approved by the Associate Dean.

**ACCOUNTING**

**Bachelor of Business Administration | 120 credits | ACCT BBA**

The Bachelor of Business Administration - Accounting degree from Davenport combines the development of expertise and technical skills with the communications, teamwork, and leadership skills expected of today’s accounting business management professional. Students learn to develop and maintain accounting records, prepare financial statements, and begin to use accounting information as a decision-making tool. Intermediate and advanced
Courses focus on an in-depth, topical study of accounting processes and reporting, including Generally Accepted Accounting Principles (GAAP), International Accounting Standards (IAS), and financial statement presentation and analyses. Cost accounting, budgeting, and individual and corporate tax courses enhance the student’s professional knowledge, analytical skills, and problem-solving abilities. Interlacing accounting coursework at all levels is the understanding and use of accounting information systems technology.

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>3</td>
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<tr>
<td>COM120</td>
<td>Presentation Techniques</td>
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<tr>
<td>ECON200</td>
<td>Microeconomics</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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<tr>
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<td>Introduction to Statistics</td>
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### Foundations of Business

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<tr>
<td>ACCT201</td>
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<td>ACCT220</td>
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<td>Microcomputer Applications: Spreadsheet</td>
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<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
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<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
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<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
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### Major

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<td>ACCT315</td>
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<td>Payroll and State Tax</td>
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<td>ACCT320</td>
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<td>ACCT350</td>
<td>Accounting Information Systems</td>
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<tr>
<td>ACCT420</td>
<td>Governmental and Not-for-Profit Accounting</td>
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<td>ACCT495</td>
<td>Accounting Issues and Research</td>
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<td>BUSN488T</td>
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<td>BUSN489</td>
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Choose 12 credit hours of Accounting electives from list below or choose a specialty:

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<thead>
<tr>
<th>Accounting Electives: [A]</th>
<th>(12 credits)</th>
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<tbody>
<tr>
<td>ACCT310</td>
<td>Accounting Fraud Examination 3</td>
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<tr>
<td>ACCT316</td>
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### Internal Auditing Specialty [AIIA]

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<td>ACCT402</td>
<td>Internal Auditing II</td>
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<td>ACCT421</td>
<td>EDP Computer Auditing</td>
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<tr>
<td>ACCT461</td>
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</table>

### Management Accounting Specialty [AIMA]

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<td>ACCT461</td>
<td>CMA Prep Financial Planning/Performance Control</td>
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<td>CMA Prep Financial Decision Making</td>
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### Open Electives

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<tr>
<td>ACCT490</td>
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</tr>
<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
<td>3</td>
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</tbody>
</table>

*The use of a business elective must be approved by the Associate Dean.

### FINANCE

**Bachelor of Business Administration | 120 credits | FINANCE BBA**

The Finance BBA is designed to prepare students for professional positions in industry and in financial planning. Students completing this degree should be able to analyze, formulate, evaluate, and select appropriate ethical recommendations for finance-related problems. The analysis of market trends and conditions and relationship to individual job situations will also be emphasized. In addition, this finance program also provides the foundation for an MBA degree program.

### Foundations of Excellence

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<tr>
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<tbody>
<tr>
<td>ACES100</td>
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<td>COMM120</td>
<td>Presentation Techniques</td>
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<td>Microcomputer Applications: Spreadsheet</td>
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<tr>
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<tr>
<td>FINC212</td>
<td>Advanced Corporate Finance</td>
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</table>
BUSN120  Introduction to Business or Business Elective*  3
BUSN210  Professional Ethics  3
CISP112  Applied Information Technology  3
FINC211  Corporate Finance  3
LEGL210  Business Law Foundations  3
MGMT211  Management Foundations  3
MKTG211  Marketing Foundations  3

**Major**  43-49 credits

Acct301  Intermediate Accounting I  4
Acct315  Federal Taxation I  3
Busn488T  Bba Major Field Test  0
Busn489  Field Experience in Business or  0
FinC490  Finance BBA Internship or  0
Acct490  Accounting BBA Internship or  0
FinC493  ACG Capstone Experience I (2 cr) and  3
FinC494  ACG Capstone Experience II (1 cr)  3
FinC212  Advanced Corporate Finance  3
FinC215  Investment Planning  3
FinC220  Money and Banking: Treasury Management Focus  3
FinC235  Financial Analysis for Business Managers  3
FinC320  International Finance  3
FinC402  Portfolio Management  3
FinC403  Health Care Finance  3
FinC495  Financial Plan Development  3

Choose the Financial Planning Specialty or 3 of the following electives: [FN]  (9-10 credits)

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<td>Financial Planning and Insurance</td>
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<td>Retirement Planning and Employee Benefits</td>
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<td>FinC401</td>
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Financial Planning Specialty [FFP]  (15 credits)

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<td>FinC401</td>
<td>Estate Planning</td>
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</tbody>
</table>

Open Electives  0–6 credits

*The use of a business elective must be approved by the Associate Dean.

**General Business**

Bachelor of Business Administration | 120 credits |

GENBUSN BBA

The General Business degree prepares students to enter either the business or government sectors as general managers. Presented with learning opportunities ranging from lecture and textbook study to case analysis and business simulations, students are grounded in the fundamentals of business, with emphasis on critical thinking and problem solving. The substantial number of elective courses allows students to tailor this degree program to individual career objectives.

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Footnotes:

1See “Guide to Electives” on page 116 for list of choices.
LEGL320  International Business Law  3
MKTG421  International Marketing  3

Emphasis in Marketing*:
MKTG320  Marketing of Services  3
MKTG404  Business-to-Business Marketing  3

Emphasis in Operations Management*:
MGMT412  Quality Management  3
MGMT413  Sustainable Supply Chain Management  3

Emphasis in Professional Selling*:
MKTG212  Professional Selling  3
MKTG305  Sales Management  3
MKTG342  Advanced Professional Selling  3

*The use of a business elective must be approved by the Associate Dean

**Students choosing an Emphasis in Entrepreneurship should complete FINC223

**Students choosing an Emphasis in Operations Management, Marketing or Professional Selling should complete FINC235

**Students must complete a minimum of 30 semester credit hours at Davenport to fulfill residency requirements. This includes at least 16 semester credit hours of their Major requirements including BUSN495 Business Planning Capstone course at Davenport.

This degree program may not be used as part of a double major.

HUMAN RESOURCE MANAGEMENT

Bachelor of Business Administration | 120 credits | HRMG BBA

Students gain skills in human resource management fundamentals through broad exposure to various human resource topics in a learning environment that balances textbook theory with real-world management application. Through varied learning methodologies, students are exposed to a range of human resource career opportunities with emphasis on the strategic role of human resources in today’s business world.

Foundations of Excellence  39 credits
ACES100  Achieving Career and Education Success  3
  (if exempt) Open Electives
COMM120  Presentation Techniques  3
ECON200  Microeconomics  3
ECON201  Macroeconomics  3
ENGL109  Composition  3
ENGL110  Advanced Composition  3
ENGL311  Professional Writing  3
MATH125  Intermediate Algebra  3
STAT220  Introduction to Statistics  3
SOSC201  Diversity in Society  3
  Humanities Electives  3
  Social Science Electives  3
ENVS125  Environmental Studies  3
  Science/Mathematics Elective  3

Foundations of Business  32 credits
ACCT201  Accounting Foundations I  4
ACCT202  Accounting Foundations II  4
BITS211  Microcomputer Applications: Spreadsheet  3
BUSN120  Introduction to Business  4
  Business Elective  3

BUSN210  Business Law Foundations  3
FINC211  Corporate Finance  3
LEGL210  Human Resource Management BBA Internship  3
MGMT211  Management Foundations  3
MGMT212  Marketing Foundations  3

Major  40 credits
BUSN225  International Business  3
BUSN488T  BBA Major Field Test  0
BUSN489  Field Experience in Business  0
HRMG490  Human Resource Management BBA Internship  3
GPM7287  Principles of Project Management  3
HRMG213  Human Resource Management  3
HRMG313  Staffing Organizations  3
HRMG350  Training for Organizations  3
HRMG431  Negotiation and Dispute Resolution  3
HRMG433  Compensation Administration  3
HRMG453  Strategic Human Resources  4
LEGL401  Employment and Labor Law  3
HRMG314  Managing Change in Organizations  3
HRMG321  Organizational Behavior  3
HRMG375  Leadership Theory and Discovery  3

Open Electives  9 credits
Recommended Electives:
HRMG330  International Human Resource Management (3 cr)
HRMG290  Human Resource Management Internship (3 cr)
HRMG490  Human Resource BBA Management Internship (3 cr)
HRMG493  Assurance of Learning Preparation Course (1 cr)
HRMG499  Certified Professional HR Prep Course (3 cr)

*The use of a business elective must be approved by the Associate Dean.

INTERNATIONAL BUSINESS

Bachelor of Business Administration | 120 credits | INT BUS BBA

The International Business curriculum prepares students to meet the challenges of the global workplace. Varied learning methodologies focus on enhancing business fundamentals with the skills to manage cultural, social, and linguistic diversity. Successful students will acquire the comprehensive perspective, critical thinking, and problem solving expertise essential for international business operations.

Foundations of Excellence  39 credits
ACES100  Achieving Career and Education Success  3
  (if exempt) Open Electives
COMM120  Presentation Techniques  3
ECON200  Microeconomics  3
ECON201  Macroeconomics  3
ENGL109  Composition  3
ENGL110  Advanced Composition  3
ENGL311  Professional Writing  3
MATH125  Intermediate Algebra  3
STAT220  Introduction to Statistics  3

1See “Guide to Electives” on page 116 for list of choices.
SOSC201 Diversity in Society 3
HUMN310-314 Global Culture or Humanities Elective 3
SOSC241 World Regional Geography or Social Science Elective 3
ENVS125 Environmental Studies or Science/Mathematics Elective 3

Foundations of Business 32 credits
ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
BITS211 Microcomputer Applications: Spreadsheet 3
BUSN120 Introduction to Business or Business Elective 3
BUSN210 Professional Ethics 3
CISP112 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 40 credits
BUSN225 Foreign Language* 6
BUSN303 International Business 3
BUSN496 International Business Capstone 0
FINC320 International Finance 4
GPMT287 Principles of Project Management 3
HRMG213 Human Resource Management 3
LEGL320 International Business Law 3
MGMT440 Strategic Management 3
MKTG421 International Marketing 3
MGMT381 International Management Study Abroad or
SABR381 Student Abroad Experience or
MGMT490I International Management BBA Internship 3

Choose 3 credits from the following:
COMM315 Intercultural Communications
HUMN310-314 Global Cultures: country of your choice
SOSC241 World Regional Geography
SOSC301 Globalization and World Diversity

Open Electives 9 credits

*The use of a business elective must be approved by the Associate Dean.

+The 6 credits must be sequential and in the same language. Non-native speakers of English (individuals whose language of birth is other than English) and native English speakers who have a basic competency (two semesters) in a second language should discuss possible foreign language course alternatives with their academic advisor.

MANAGEMENT

Bachelor of Business Administration | 120 credits | MGMT BBA

Management students gain skills in business fundamentals and specific management disciplines in a learning environment that balances textbook theory with real-world management application. Through varied learning methodologies, students are exposed to a wide range of management opportunities with emphasis on critical thinking and problem solving. Graduates earn a Bachelor of Business Administration degree with a major in Management and an elective specialty in Entrepreneurship, Financial Management, Global Project Management, Leadership Effectiveness, Risk Management, Sport Management and Insurance or Sustainable Business Development.

Foundations of Excellence 39 credits
ACES100 Achieving Career and Education Success or (if exempt) Open Electives 3
COMM120 Presentation Techniques 3
ECON200 Microeconomics 3
ECON201 Macroeconomics 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3

SOSC201 Diversity in Society 3

Humansities Elective 3

Social Science Electives 3

ENVS125 Environmental Studies or Science/Mathematics Elective 3

Foundations of Business 32 credits

ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
BITS211 Microcomputer Applications: Spreadsheet 3
BUSN120 Introduction to Business or Business Elective 3
BUSN210 Professional Ethics 3
CISP112 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 43-46 credits

BUSN225 International Business 3
BUSN303 Business Research: 21st Century Tools 3
BUSN488T BBA Major Field Test 0
BUSN489 Field Experience in Business or
MGMT490 Management BBA Internship 3
BUSN495 Business Planning Capstone 4
FINC223 Entrepreneurial Finance** or
FINC235 Financial Analysis for Business Managers or
FINC320 International Finance 3
GPMT287 Principles of Project Management 3
HRMG213 Human Resource Management 3
MGMT321 Organizational Behavior 3
MGMT357 Operations Management 3
MGMT440 Strategic Management 3

Plus 4 (four) upper level College of Business electives or choose a Specialty:

Entrepreneurship Specialty [MENT] (15 credits)
BUSN265 Entrepreneurship 3
BUSN311 Business Planning for Entrepreneurs or
MKTG430 New Product Development and Innovation 3
MGMT312 Creativity and Innovation 3
MKTG320 Marketing of Services or
MKTG345 Pricing Concepts and Methods 3
MKTG322 Digital Marketing 3

See “Guide to Electives” on page 116 for list of choices.
Recommended Open Electives (any specialty) (15 credits)

ACCT213 Cost Accounting 3
FINC212 Advanced Corporate Finance 3
FINC220 Money and Banking: Treasury Management Focus 3

Choose one area of emphasis (6 credits):

Emphasis in Financial Analysis:
FINC235 Financial Analysis for Business Managers and 3
FINC320 International Finance 3

or

Emphasis in Investments:
FINC215 Investment Planning and 3
FINC402 Portfolio Management 3

Global Project Management Specialty [CTGT] (12 credits)
GPMT385 Project Scheduling with Agile 3
GPMT400 Project Financial/Risk Management 3
GPMT410 Global Sourcing for Projects 3
GPMT446 Project Quality Management or 3
GPMT490 Project Management Internship (1-3 cr) or 3
GPMT499 Certified Project Management Professional Preparation 3

Leadership Effectiveness Specialty [MGLE] (12 credits)
MGMT314 Managing Change in Organizations 3
MGMT375 Leadership Theory and Discovery 3
MGMT420 Ethical Leadership and Corporate Social Responsibility 3
MGMT435 Leadership Challenges Seminar 3

Sport Management Specialty [SPOS] (15 credits)
LEGL334 Legal Aspects of Sport Management 3
MGMT214 Sport Management Foundations 3
MGMT421 Sport Governance and Regulation 3
MGMT445 Global Sport Industry 3
MKTG215 Sport Marketing 3

Risk Management and Insurance Specialty [RMGI] (15 credits)
RMGI221 Principles of Risk Management & Insurance 3
RMGI222 Personal Insurance 3
RMGI233 Commercial Insurance 3
RMGI420 Insurance Company Operations and Regulations 3
RMGI454 Risk Management 3

See Recommended Electives for this Specialty below

Sustainable Business Development [SBDV] (15 credits)
MGMT370 Sustainability Principles and Theories 3
MGMT413 Sustainable Supply Chain Management 3
MGMT420 Ethical Leadership and Corporate Social Responsibility 3
MGMT450 Sustainable Global Business Design and Strategy 3

Choose one 300-400 level College of Business elective+ 3

+The elective may not be a required class in the Management major

Open Electives 3-6 credits

Recommended Open Electives (any specialty)

MGMT290 Management Internship
MGMT490 Management BBA Internship

Recommended Open Electives for Risk Management and Insurance Specialty (select 2) 6 credits

RMGI410 Insurance Proposals and Negotiation 3
RMGI490 Risk Management and Insurance Internship+ 3
MKTG212 Professional Selling 3
MKTG320 Marketing of Services 3

*Internship required for DU employment guarantee

+The use of a business elective must be approved by the Associate Dean.
++FINC223 is recommended when choosing the Entrepreneurship Specialty

MARKETING

Bachelor of Business Administration | 120 credits | MKTG BBA

Marketing students gain skills in business fundamentals and specific marketing disciplines in a learning environment that balances textbook theory with real-world marketing application. Students become familiar with the marketing functions and processes that deliver customer value, enhance customer relationships and benefit organizations and their stakeholders. Varied learning methodologies that emphasize critical thinking, problem solving and ethical decision-making prepare students for the marketing challenges of today’s global environment. Graduates earn a Bachelor of Business Administration degree with a major in Marketing and an elective Specialty in Business-to-Business, Advertising and Promotion, Professional Selling, or Sport Marketing.

Foundations of Excellence 39 credits

ACES100 Achieving Career and Education Success or 3
(if exempt) Open Electives
COMM120 Presentation Techniques 3
ECON200 Microeconomics 3
ECON201 Macroeconomics 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3
Humanities Electives1 3
Social Science Electives1 3
ENVS125 Environmental Studies or 3
Science/Mathematics Elective1 3

Foundations of Business 32 credits

ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
BITS211 Microcomputer Applications: Spreadsheet 3
BUSN120 Introduction to Business or 3
Business Elective*
BUSN210 Professional Ethics 3
CISP112 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

1See “Guide to Electives” on page 116 for list of choices.
RECOMMENDED OPEN ELECTIVES (ANY SPECIALTY)

1See “Guide to Electives” on page 116 for list of choices.

MGMT290S is not repeatable and cannot be used to fulfill all 6 credits in place of MGMT490S.

MGMT290S is not repeatable and cannot be used to fulfill all 6 credits in place of MGMT490S.

The use of a business elective must be approved by the Associate Dean.

Please refer to the following sections for more details:

### PARALEGAL STUDIES

**Bachelor of Science | 120 credits | PARALGL BS**

The American Bar Association (ABA) approved Bachelor of Science degree in Paralegal Studies builds upon the foundation developed in the Associate of Science degree program and provides the opportunity for further study in the areas of litigation, computer applications, and legal specialties. The degree will prepare students to successfully perform the duties required of a paralegal through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for law offices, ethics and various legal specialties. Although the paralegal plays a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients. The courses of the Bachelor of Science degree in Paralegal Studies provide valuable preparation for careers in law offices, government agencies, or other law-related settings.

#### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or Open Electives</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ECON200</td>
<td>Microeconomics</td>
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<td>ECON201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
</tr>
<tr>
<td>SOSC211</td>
<td>Social Science Electives</td>
</tr>
<tr>
<td>LEGL490</td>
<td>Paralegal BS Internship</td>
</tr>
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</table>

#### Foundations of Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
</tr>
<tr>
<td>Bits211</td>
<td>Microcomputer Applications: Spreadsheets</td>
</tr>
<tr>
<td>Bits214</td>
<td>Microcomputer Applications: Word Processing</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Business Ethics</td>
</tr>
<tr>
<td>CIS212</td>
<td>Applied Information Technology</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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</tbody>
</table>

#### Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL101</td>
<td>Introduction to Paralegal Studies</td>
</tr>
<tr>
<td>LEGL213</td>
<td>Torts</td>
</tr>
<tr>
<td>LEGL215</td>
<td>Litigation</td>
</tr>
<tr>
<td>LEGL216</td>
<td>Legal Research</td>
</tr>
<tr>
<td>LEGL218</td>
<td>Legal Writing</td>
</tr>
<tr>
<td>LEGL220</td>
<td>Technology for Paralegals</td>
</tr>
<tr>
<td>LEGL301</td>
<td>Business Organizations</td>
</tr>
<tr>
<td>LEGL308</td>
<td>Estate Planning and Probate Law EL</td>
</tr>
<tr>
<td>LEGL415</td>
<td>Advanced Litigation</td>
</tr>
<tr>
<td>LEGL490</td>
<td>Paralegal BS Internship</td>
</tr>
</tbody>
</table>

Choose 15 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL204</td>
<td>Family Law</td>
</tr>
<tr>
<td>LEGL211</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>LEGL300</td>
<td>Evidence and Criminal Procedures</td>
</tr>
</tbody>
</table>

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Open Electives: 3-6 credits

**Recommended Open Electives (any specialty)**

- MKTG290: Marketing Internship
- MKTG490: Marketing BBA Internship

*The use of a business elective must be approved by the Associate Dean.

*MGMT290S is not repeatable and cannot be used to fulfill all 6 credits in place of MGMT490S.

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**Plus 4 (four) Marketing electives [MKTG] or choose one of the following specialties:**

#### Advertising and Promotion Specialty [MKAP]

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG214</td>
<td>Public Relations Foundations</td>
</tr>
<tr>
<td>MKTG306</td>
<td>Creative Strategies</td>
</tr>
<tr>
<td>MKTG314</td>
<td>Media Planning</td>
</tr>
<tr>
<td>MKTG322</td>
<td>Digital Marketing</td>
</tr>
</tbody>
</table>

#### Business-to-Business Specialty [MKBB]

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG305</td>
<td>Sales Management</td>
</tr>
<tr>
<td>MKTG311</td>
<td>Channel Strategy</td>
</tr>
<tr>
<td>MKTG345</td>
<td>Pricing Concepts and Methods</td>
</tr>
<tr>
<td>MKTG322</td>
<td>Digital Marketing</td>
</tr>
<tr>
<td>MKTG404</td>
<td>Business-to-Business Marketing</td>
</tr>
</tbody>
</table>

#### Professional Selling Specialty [PRSL]

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG305</td>
<td>Sales Management</td>
</tr>
<tr>
<td>MKTG342</td>
<td>Advanced Professional Selling</td>
</tr>
<tr>
<td>MKTG435</td>
<td>Professional Negotiations</td>
</tr>
<tr>
<td>MKTG311</td>
<td>Channel Strategy</td>
</tr>
<tr>
<td>MKTG345</td>
<td>Pricing Concepts and Methods</td>
</tr>
<tr>
<td>MKTG404</td>
<td>Business-to-Business Marketing</td>
</tr>
</tbody>
</table>

#### Sport Marketing Specialty ** [MKS3]

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT214</td>
<td>Sport Management Foundations</td>
</tr>
<tr>
<td>MGMT223</td>
<td>Sports in Society (3 cr)</td>
</tr>
<tr>
<td>MGMT290S</td>
<td>Sports Management Internship (3 cr)</td>
</tr>
<tr>
<td>MGMT290</td>
<td>Marketing Internship (3 cr)</td>
</tr>
<tr>
<td>MGMT490S</td>
<td>Sports Management BBA Internship</td>
</tr>
<tr>
<td>MGMT215</td>
<td>Sport Marketing</td>
</tr>
<tr>
<td>MGMT350</td>
<td>Sport Advertising and Promotion</td>
</tr>
</tbody>
</table>

*It is strongly recommended that students choosing the Sport Marketing Specialty take 6 credit hours of Internship. This 6 credits could be completed as MGMT290S (3 cr) and MGMT490S (3 cr) or MGMT223 (3 cr) and MGMT290 (3 cr) or MGMT290S (3 cr) and MGMT490S for 6 credits.

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Recommended Open Electives (any specialty):

- MKTG290: Marketing Internship
- MKTG490: Marketing BBA Internship

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1See “Guide to Electives” on page 116 for list of choices.
LEGL303 Bankruptcy Law 3
LEGL305 Real Estate Law EL 3
LEGL384 Comparative Legal Analysis/Study Abroad EL 3
LEGL385 Legal Studies Special Topics EL 1-3
LEGL386 Study Abroad: Special Legal Topics EL 3
LEGL401 Employment and Labor Law 3
LEGL496 Paralegal Ethics and Certificate Review 3

Open Electives 16 credits

SPORT MANAGEMENT

Bachelor of Business Administration | 120 credits |
SPRT MG BBA

Students gain skills in business fundamentals and specific sport management disciplines in a learning environment that balances textbook theory with real-world business application. Through varied learning methodologies, including an internship, students are exposed to the legal, regulatory, marketing and operational aspects of sport venue management. Graduates earn a Bachelor of Business Administration degree with a major in Sport Management.

Foundations of Excellence 39 credits

ACES100 Achieving Career and Education Success or (if exempt) Open Electives 3
COMM120 Presentation Techniques 3
ECON200 Microeconomics 3
ECON201 Macroeconomics 3
ENGL109 Composition 3
ENGL110 Advanced Composition 3
ENGL311 Professional Writing 3
MATH125 Intermediate Algebra 3
STAT220 Introduction to Statistics 3
SOSC201 Diversity in Society 3
Humanities Electives1 3
Social Science Electives1 3
ENVS125 Environmental Studies or Science/Mathematics Elective1 3

Foundations of Business 32 credits

ACCT201 Accounting Foundations I 4
ACCT202 Accounting Foundations II 4
BITS211 Microcomputer Applications: Spreadsheet 3
BUSN120 Introduction to Business or Business Elective* 3
BUSN210 Professional Ethics 3
CISP112 Applied Information Technology 3
FINC211 Corporate Finance 3
LEGL210 Business Law Foundations 3
MGMT211 Management Foundations 3
MKTG211 Marketing Foundations 3

Major 43 credits

BUSN303 Business Research: 21st Century Tools 3
BUSN488T BBA Major Field Test 0
BUSN495S Sport Management Planning Capstone 4
FINC223 Entrepreneurial Finance or 3
FINC235 Financial Analysis for Business Manager 3
HRMG213 Human Resource Management 3
LEGL334 Legal Aspects of Sport Management 3
MGMT214 Sport Management Foundations 3
MGMT223 Sports in Society 3
MGMT364 Sport Operations and Facilities Management 3
MGMT421 Sport Governance and Regulation 3
MGMT445 Global Sport Industry 3
MGMT290S Sport Management Internship (3 cr)* and
MGMT490S Sport Management BBA Internship (3 cr) or
MGMT490S Sport Management BBA Internship ** 6
MKTG215 Sport Marketing 3
MKTG350 Sport Advertising and Promotion 3

Open Electives 6 credits

*The use of a business elective must be approved by the Associate Dean.

**The required 6 credit hours may be taken as one 6 credit internship course within one semester or two 3 credit internships in two semesters.

GLOBAL PROJECT MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 18 credits minimum | GPROJ

MG PBC

This program is designed to prepare students for a global project management position. While the learning and experiential focus will be primarily in the Business Management and Information Systems and Technology areas, the program also provides students with opportunities to explore and apply the concepts and knowledge in other areas (e.g. construction, operational management in finance, health care). This program will also help prepare students to complete the Project Management Institute (PMI) project management certification exam.

Preadmission Requirements:

- An undergraduate degree and
- Successful completion of management foundations, statistics and spreadsheet fundamentals through previously completed course work, Competency Exams or CLEP exams

Major 18 credits

GPMT287 Principles of Project Management 3
GPMT385 Project Scheduling with Agile 3
GPMT400 Project Financial/Risk Analysis 3
GPMT410 Global Sourcing for Projects 3
GPMT446 Project Quality Management 3
GPMT490 Project Management Internship or
GPMT499 Certified Project Management Professional Preparation 3

Students completing the BS Technology Project Management major or the Global Project Management Specialty as part of their BBA in Management are not eligible for this additional certification.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/global-project-management-certificate-pb.

*See “Guide to Electives” on page 116 for list of choices.
HUMAN RESOURCE MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 24-25 credits | HRMG PBC

The Human Resource Management Certificate program is designed for working professionals who have obtained a bachelor’s degree in a business-related field and wish to strengthen their understanding of human resource management fundamentals. Through varied learning methodologies, the student is exposed to several disciplines within the profession of human resource management with emphasis on the strategic role of human resources in today’s business world. The body of coursework is designed to align with the professional certification exams offered through the Human Resource Certification Institute in affiliation with the Society of Human Resource Managers (SHRM).

Preadmission Requirements:
- An undergraduate degree and the successful completion of select management foundation courses and principles of business law, through either course work, CLEP exams or verified professional work* experience.

<table>
<thead>
<tr>
<th>Major</th>
<th>24-25 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMG213</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>HRMG313</td>
<td>Staffing Organizations</td>
</tr>
<tr>
<td>HRMG330</td>
<td>International Human Resource Management or</td>
</tr>
<tr>
<td>HRMG433</td>
<td>Compensation Administration</td>
</tr>
<tr>
<td>HRMG350</td>
<td>Training for Organizations</td>
</tr>
<tr>
<td>HRMG431</td>
<td>Negotiation and Dispute Resolution</td>
</tr>
<tr>
<td>HRMG453</td>
<td>Strategic Human Resources or</td>
</tr>
<tr>
<td>HRMG499</td>
<td>Certified Professional Human Resources</td>
</tr>
<tr>
<td>LEGL401</td>
<td>Employment and Labor Law</td>
</tr>
<tr>
<td>MQMT314</td>
<td>Managing Change in Organizations</td>
</tr>
<tr>
<td>HRMG493</td>
<td>Assurance of Learning Prep Course</td>
</tr>
</tbody>
</table>

*Entrance into the program with professional work experience requires approval by the Associate Dean.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure Information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/human-resource-management-certificate-pb.

PARALEGAL STUDIES CERTIFICATE

Post-Baccalaureate Certificate | 28 credits | PARALGL PBC

The American Bar Association (ABA) approved Paralegal Certificate is designed for students who already have a bachelor’s degree and want to pursue a career as a paralegal. The certificate will prepare students to successfully perform the duties required of a paralegal, through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for the law offices, ethics, and various legal specialties. Although the paralegal plays a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients. The courses of the Post-Baccalaureate Certificate in Paralegal Studies provide valuable preparation for careers in law offices, government agencies, or other law-related settings.

<table>
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<tr>
<th>Major</th>
<th>28 credits</th>
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<tbody>
<tr>
<td>LEGL101</td>
<td>Introduction to Paralegal Studies</td>
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<tr>
<td>LEGL215</td>
<td>Litigation</td>
</tr>
<tr>
<td>LEGL216</td>
<td>Legal Research</td>
</tr>
<tr>
<td>LEGL220</td>
<td>Technology for Paralegals</td>
</tr>
<tr>
<td>LEGL415</td>
<td>Advanced Litigation</td>
</tr>
<tr>
<td>LEGL490</td>
<td>Paralegal BS Internship</td>
</tr>
</tbody>
</table>

Choose 9 credits from the following courses:
- LEGL204 | Family Law | 3 |
- LEGL211 | Criminal Law | 3 |
- LEGL213 | Torts | 3 |
- LEGL218 | Legal Writing | 3 |
- LEGL300 | Evidence and Criminal Procedures | 3 |
- LEGL301 | Business Organizations | 3 |
- LEGL303 | Bankruptcy Law | 3 |
- LEGL305 | Real Estate Law EL | 3 |
- LEGL308 | Estate Planning and Probate Law EL | 3 |
- LEGL384 | Comparative Legal Analysis/Study Abroad EL | 3 |
- LEGL385 | Legal Studies Special Topics EL | 1-3 |
- LEGL386 | Study Abroad: Special Legal Topics EL | 3 |
- LEGL401 | Employment and Labor Law | 3 |
- LEGL496 | Paralegal Ethics and Certificate Review | 3 |

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure Information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/paralegal-studies-certificate-pb.

RISK MANAGEMENT AND INSURANCE CERTIFICATE

Post-Baccalaureate Certificate | 18 credits | RMGI PBC

The Risk Management and Insurance Certificate program will prepare students for careers in positions that help individuals and businesses identify and manage risks and understand the relationship of appropriate insurance product and related service solutions. The insurance business is knowledge-driven and an integral part of modern societies and the global economy. This program develops and integrates, business management, marketing, financial and statistical analysis skills. It places an emphasis on developing high standards of professional ethics, especially in relationship to this industry. Students have the opportunity to complete a professional internship and prepare for national exams leading to professional designations. Graduates should be able to achieve professional designations, giving them a competitive edge in employment upon graduation. Course work emphasizes analytical and critical thinking, and the application of knowledge to case studies and simulations.

<table>
<thead>
<tr>
<th>Major</th>
<th>18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MQMT211</td>
<td>Management Foundations</td>
</tr>
<tr>
<td>RMGI221</td>
<td>Principles of Risk Management &amp; Insurance</td>
</tr>
<tr>
<td>RMGI322</td>
<td>Personal Insurance</td>
</tr>
</tbody>
</table>

*See “Guide to Electives” on page 116 for list of choices.
Approved Electives for the Risk Management and Insurance Certificate

- ACCT200 Accounting Basics for Managers
- BUSN210 Professional Ethics
- BUSN226 Entrepreneurship
- HRMG213 Human Resource Management
- LEGL210 Business Law Foundations
- RMGI410 Insurance Proposals and Negotiation
- RMGI490 Risk Management and Insurance Internship+
- MKTG211 Marketing Foundations
- MKTG212 Professional Selling
- MKTG320 Marketing of Services

* Courses that were completed as part of an undergraduate degree cannot be applied to the Post-Baccalaureate Certificate requirements. An approved elective must be completed for any required course(s) that was previously completed.

Professional Certifications will be recognized but may not be used to fulfill a course requirement in this certificate program. A minimum of three RMGI courses must be completed at Davenport University in order to award this Post-Baccalaureate Certificate.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/risk-management-insurance-certificate-pb.

SUSTAINABLE BUSINESS DEVELOPMENT CERTIFICATE

Post-Baccalaureate Certificate | 15 credits | S BUSDEV PBC

Sustainable Management involves leading the creation of social and shareholder value while simultaneously decreasing negative environmental impact and thereby enhancing the resources for future generations. This specialty will prepare students for management careers based on sustainable business practices and focuses on the financial capital, ecological (environmental) capital and social capital of an organization. The program includes an international perspective on topics such as operating standards, leadership and social responsibility.

Prerequisite(s) Undergraduate degree with course work in management, marketing, accounting and finance or verified professional work* experience.

Major 15 credits

- MGMT370 Sustainability Principles and Theories
- MGMT413 Sustainable Supply Chain Management
- MGMT420 Social Responsibility
- MGMT450 Sustainable Global Business Design and Strategy
- Choose a 300-400 College of Business elective+

+The elective may not be a course previously completed as part of another degree or certificate.

Entrance into the program with professional work experience requires approval by the Associate Dean.

Students completing the Sustainable Business Development Specialty as part of their BBA in Management are not eligible for this additional certification.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/sustainable-business-development-certificate-pb.

ACCOUNTING

Associate of Business Administration | 64 credits | ACCT ABA

The Associate of Business Administration - Accounting courses at Davenport balance theoretical understanding with hands-on learning opportunities. Foundation courses introduce accounting theory and the business accounting cycle. Students learn to develop and maintain accounting records, prepare financial statements and begin to use accounting information as a decision-making tool.

Foundations of Excellence 21 credits

- ACES100 Achieving Career and Education Success or (if exempt) Open Electives
- COMM120 Presentation Techniques
- ECON200 Microeconomics or ECON201 Macroeconomics
- ENGL109 Composition
- ENGL110 Advanced Composition
- MATH125 Intermediate Algebra
- SOSC201 Diversity in Society

Foundations of Business 22 credits

- ACCT201 Accounting Foundations I
- BITS211 Microcomputer Applications: Spreadsheet
- BUSN120 Introduction to Business or Business Elective*
- BUSN210 Professional Ethics
- ACCT220 Accounting Information Technology
- MGMT211 Management Foundations
- MKTG211 Marketing Foundations

Major 21 credits

- ACCT202 Accounting Foundations II
- ACCT210 Cost Accounting
- ACCT301 Intermediate Accounting I
- ACCT302 Intermediate Accounting II
- ACCT315 Federal Tax I
- ACCT318 State Tax and Payroll
- BUSN288T ABA Major Field Test

*The use of a business elective must be approved by the Associate Dean.

See “Guide to Electives” on page 116 for list of choices.
BUSINESS ADMINISTRATION

Associate of Business Administration | 61 credits |
BUS ADM ABA

The hallmark of the Associate of Business Administration program is its flexibility. It is designed to enable students to customize a business degree by combining courses from as many as four business disciplines while also accommodating transfer credit from other institutions, from approved training programs and from professional licensure.

Foundations of Excellence 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or (if exempt) Open Electives</td>
<td>3</td>
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<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Macroeconomics or Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON201</td>
<td>Macroeconomics</td>
<td>3</td>
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<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
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<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
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Foundations of Business 22 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Introduction to Business or Business Elective*</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
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<tr>
<td>MKTG211</td>
<td>Marketing Foundations</td>
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Major 18 credits

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<td>ABA Major Field Test</td>
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</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
</tbody>
</table>

Five courses from ACCT, BUSN, FINC, HRMG, MGMT, or MKTG. Major courses must be in at least two disciplines with at least one course at the 300 level. 15

*The use of a business elective must be approved by the Associate Dean. This degree program may not be used as part of a double major.

FINANCE

Associate of Business Administration | 65 credits |
FINANCE ABA

The Finance curriculum is designed to prepare students for entry-level positions in the field of finance and to build a foundation for further studies in finance and related fields. Students will be able to analyze corporate and individual financial statements as well as identify economic trends. Students will also be able to interpret, analyze and synthesize financial investment data and give appropriate recommendations. The associate program may also serve as the basis for transferring to a bachelor’s degree program.

Foundations of Excellence 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or (if exempt) Open Electives</td>
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</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECON200</td>
<td>Macroeconomics or Microeconomics</td>
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</tr>
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<td>ECON201</td>
<td>Macroeconomics</td>
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Foundations of Business 22 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
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<tr>
<td>BITS214</td>
<td>Microcomputer Applications: Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
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<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
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*See “Guide to Electives” on page 116 for list of choices.
<table>
<thead>
<tr>
<th>Major</th>
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<tbody>
<tr>
<td>LEGL101</td>
<td>Introduction to Paralegal Studies 3</td>
</tr>
<tr>
<td>LEGL213</td>
<td>Torts 3</td>
</tr>
<tr>
<td>LEGL215</td>
<td>Litigation 3</td>
</tr>
<tr>
<td>LEGL216</td>
<td>Legal Research 3</td>
</tr>
<tr>
<td>LEGL220</td>
<td>Technology for Paralegals 3</td>
</tr>
<tr>
<td>LEGL301</td>
<td>Business Organizations 3</td>
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Choose 9 (nine) credits from the following:

<table>
<thead>
<tr>
<th>Major</th>
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<tbody>
<tr>
<td>LEGL204</td>
<td>Family Law 3</td>
</tr>
<tr>
<td>LEGL211</td>
<td>Criminal Law 3</td>
</tr>
<tr>
<td>LEGL218</td>
<td>Legal Writing 3</td>
</tr>
<tr>
<td>LEGL290</td>
<td>Paralegal Associate of Science Internship 3</td>
</tr>
<tr>
<td>LEGL300</td>
<td>Evidence and Criminal Procedures 3</td>
</tr>
<tr>
<td>LEGL303</td>
<td>Bankruptcy Law 3</td>
</tr>
<tr>
<td>LEGL305</td>
<td>Real Estate Law EL 3</td>
</tr>
<tr>
<td>LEGL308</td>
<td>Estate Planning and Probate Law EL 3</td>
</tr>
<tr>
<td>LEGL384</td>
<td>Comparative Legal Analysis/Study Abroad EL 3</td>
</tr>
<tr>
<td>LEGL385</td>
<td>Legal Studies Special Topics EL 1-3</td>
</tr>
<tr>
<td>LEGL386</td>
<td>Study Abroad: Special Legal Topics EL 3</td>
</tr>
</tbody>
</table>

¹See “Guide to Electives” on page 116 for list of choices.
Programs

**BACHELOR OF SCIENCE**
- Health Information Management (BS) 121-122 credits
- Health Services Administration (BS) 120 credits
- Medical Case Management (BS) 120 credits

**BACHELOR OF SCIENCE IN NURSING**
- Nursing Bachelor Completion Program (BSN) 120–122 credits
  - Specialty: Medical Case Management
- Nursing Pre-Licensure (BSN) 120–133 credits

**POST-BACCALAUREATE CERTIFICATE**
- Medical Case Management Certificate 13-14 credits

**ASSOCIATE OF APPLIED SCIENCE**
- Health Information Technology (AAS) 75 credits
- Medical Assisting (AAS) 61 credits
  - Specialties: Chiropractic Assistant, Phlebotomy 64 credits

**DIPLOMA**
- Practical Nursing 46 credits

**PRE-HEALTH PROFESSIONS COURSES**
- Pre-Health Professions Undecided (Medical Assistant focused)
- Pre-Health Professions Undecided (Nursing focused)
HEALTH INFORMATION MANAGEMENT

Bachelor of Science | 121-122 credits | HLTH INFO BS

The Davenport University Health Information Management Bachelor of Science program prepares individuals to assume an emerging key role in supporting the electronic and technological infrastructure for health services delivery. Students in the program utilize the American Health Information Management Association’s Virtual Lab which provides students with learning experience that uses state-of-the-art technology and software. Health information managers are experts in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies. These professionals work in a broad range of settings throughout the healthcare industry. These include the continuum of care delivery organizations, including hospitals, multispecialty clinics and physician practices, long-term care, mental health, and other ambulatory care settings. The profession has seen significant expansion in non-patient care settings, with careers in managed care and insurance companies, software vendors, consulting services, government agencies, education, and pharmaceutical companies.

Students successfully completing this CAHIIM-accredited program are eligible to take the Registered Health Information Administrator (RHIA) exam offered by the American Health Information Management Association (AHIMA).

Foundations of Excellence 35 credits

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIOL115</td>
<td>Anatomy and Physiology with Human Disease I</td>
<td>4</td>
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<tr>
<td>BIOL116</td>
<td>Anatomy and Physiology with Human Disease II</td>
<td>4</td>
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<tr>
<td>BIOL131</td>
<td>Introduction to Human Disease</td>
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</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
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<td>SOCSC201</td>
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Foundations of Health Professions 12-13 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT200</td>
<td>Accounting Basics for Managers or</td>
<td>3-4</td>
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<tr>
<td>ACCT201</td>
<td>Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>CISP112</td>
<td>Applied Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Medical Terminology</td>
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Major 74 credits

<table>
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<th>Course</th>
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<tbody>
<tr>
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<td>Microcomputer Applications: Database</td>
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<tr>
<td>CISP247</td>
<td>Database Design</td>
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<tr>
<td>FINC403</td>
<td>Health Care Finance</td>
<td>3</td>
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<tr>
<td>GPMT287</td>
<td>Principles of Project Management</td>
<td>3</td>
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<tr>
<td>HINT110</td>
<td>Health Record Content</td>
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<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HINT203</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
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<tr>
<td>HINT209</td>
<td>Quality Assurance Health Care</td>
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<tr>
<td>HINT211</td>
<td>Health Care Management Foundations</td>
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<tr>
<td>HINT221</td>
<td>ICD Coding</td>
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<tr>
<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
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<tr>
<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
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<tr>
<td>HINT297</td>
<td>HIT Coding Professional Practice Experience (Lecture)</td>
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<td>HINT297L</td>
<td>HIT Coding Professional Practice Experience (Lab)</td>
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<tr>
<td>HINT335</td>
<td>Coding and Revenue Cycle Management</td>
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<td>HINT350</td>
<td>Clinical Information Systems</td>
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<tr>
<td>HINT385</td>
<td>Current Topics/Health Information Management</td>
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<td>HINT400</td>
<td>Management of Information Systems</td>
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<tr>
<td>HINT496</td>
<td>Health Information Management</td>
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<tr>
<td>HLTH230</td>
<td>Health Care Law and Ethics</td>
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<td>HLTH401</td>
<td>Health Care Research</td>
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<td>HRMG213</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
<td>3</td>
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</tbody>
</table>

Choose a minimum of 6 credits from the following courses or any HINT, HSAD, HRMG, IAAS, MGMT or foreign language courses not already listed in degree requirements: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HINT223</td>
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<td>HINT294</td>
<td>Coding Professional Practice Experience (Lecture)</td>
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<td>Coding Professional Practice Experience (Lab)</td>
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<td>HINT490</td>
<td>Health Information Management Internship</td>
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<td>HSAD302</td>
<td>Regulatory Health Care</td>
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<tr>
<td>HSAD402</td>
<td>Health Care Risk Management</td>
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<tr>
<td>IAAS221</td>
<td>Security Foundations</td>
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<tr>
<td>MGMT312</td>
<td>Creativity and Innovation</td>
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<tr>
<td>MGMT314</td>
<td>Managing Change in Organizations</td>
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<tr>
<td>MGMT321</td>
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<tr>
<td>SABR381</td>
<td>Study Abroad Experience</td>
<td></td>
</tr>
</tbody>
</table>

To be prepared for success on the national certification exam and entry into the HIM workforce, it is strongly recommended that students in the HIM BS program meet the most current catalog year requirements.

HEALTH SERVICES ADMINISTRATION

Bachelor of Science | 120 credits | HLTH SRV BS

The Health Services Administration program prepares the graduate for entry-level management positions in various health care settings and organizations. Health services administration careers can include working in integrated health care systems, retirement and long term care facilities, physicians’ practices, community health organizations, health care associations and insurance carriers-third party administrators. Specialties are designed to assist students needing or desiring a more focused area of interest. This degree prepares individuals interested in pursuing Davenport University’s MBA program.

Credits for previous Allied Health course work or an associate’s degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant) that are not the exact equivalent of Davenport University courses may be awarded, following consultation with the Associate Dean of Allied Health.

Foundations of Excellence 30-31 credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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<td>ENGL311</td>
<td>Professional Writing</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC201</td>
<td>Diversity in Society</td>
<td>3</td>
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<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
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<tr>
<td>BIOL120</td>
<td>Essential of Anatomy and Physiology or</td>
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<td>Natural Science Elective*</td>
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<td>BIOL131</td>
<td>Introduction to Human Disease or</td>
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<tr>
<td></td>
<td>Natural Science Elective*</td>
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</table>

See “Guide to Electives” on page 116 for list of choices.
### Foundations of Health Professions  
*30 credits*

- ACCT200 Accounting for Managers 3
- BITS211 Microcomputer Applications: Spreadsheet 3
- CISP112 Applied Information Technology 3
- HLTH101 Introduction to Health Careers 3
- HLTH210 Health Care Organizations and Systems 3
- HLTH230 Health Care Law and Ethics 3
- HLTH235 Principles of Health Care Management 3
- HLTH245 Principles of Reimbursement Management 3
- HSAD221 IT for Health Care Managers 3
- MKTG211 Marketing Foundations 3

### Major  
*55-58 credits*

- FINC403 Health Care Finance 3
- HLTH320 Public Health Perspectives 3
- HLTH401 Health Care Research 3
- HLTH460 Health Promotion and Education 3
- HINT209 Quality Assurance Health Care 3
- HRMG213 Human Resource Management 3
- HSAD301 Cultural Issues in Health Care 3
- HSAD302 Regulatory Health Care 3
- HSAD402 Health Care Risk Management 3
- HSAD403 Health Care Economics 3
- HSAD425 Bioethics 3
- HSAD440 Health Care Strategic Planning 3
- HSAD493 Health Services Administration Online Practicum or 3
- HSAD495 Health Services Administration Practicum 4
- MGMT321 Organizational Behavior 3

Health Care Specialty courses [HS] (12-15 Credits Hours) comprising the major area of the earned health care related associate’s degree or select 12-15 credits from any of the following courses or choose an area of emphasis:

#### Human Resource Management Emphasis  
*(12 credits)*

- HRMG313 Staffing Organizations 3
- HRMG350 Training for Organizations 3
- HRMG431 Negotiation and Dispute Resolution 3
- MGMT314 Managing Change in Organizations 3

#### Information Technology Emphasis  
*(12 credits)*

- GPMT287 Project Management 3
- IAAS221 Security Foundations 3
- IAAS245 Disaster Recovery 3
- IAAS332 Authentication and Audits 3

#### Leadership and Sustainability Emphasis  
*(15 credits)*

- ENVS125 Introduction to Environmental Studies 3
- MGMT375 Sustainability Principles and Theories 3
- MGMT375 Leadership Theory and Discovery 3
- MGMT420 Ethical Leadership/Corporate Social Responsibility 3
- MGMT435 Leadership Challenges Seminar 3

#### Risk Management Emphasis  
*(12 credits)*

- HLTH260 Introduction to Environmental Health 3
- HSAD320 OSHA for Health Care 3
- HRMG350 Training for Organizations 3
- LEGL210 Business Law Foundations 3

### Open Electives  
*1-5 credits*

- COMM311 Organizational Communications 3
- HINT209 CPR and First Aid 1
- HINT220 Death and Dying 3

*See “Guide to Electives” on page 116 for list of choices.*

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**MEDICAL CASE MANAGEMENT**

**Bachelor of Science | 120 credits | MED C MGT BS**

This program is designed to prepare the individual who is interested in entering or advancing in the area of medical case management. The student will learn the components of case management including assessing, planning, implementing, coordinating, monitoring, and evaluating the care of a client across the continuum of care. The program is open to health and human services professionals including Nurses and Medical Assistants, as well as those with no health-related background.

Potential employment for medical case managers may include working with insurance providers, third party administrators, integrated health care systems, physicians’ practices, rehabilitation agencies, legal firms, human services organizations or attorneys practicing in worker compensation and personal injury, government agencies, self insured organizations or as an independent consultant.

Credits for previous Allied Health course work or an associate’s degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant, Respiratory Therapy) that are not the exact equivalent of Davenport University courses may be awarded following consultation with the Associate Dean of the College of Health Professions. This curriculum can prepare students for entry into the Davenport University’s MBA program.

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### Foundations of Excellence  
*41 credits*

- BIOL115 Anatomy and Physiology with Human Disease I 4
- BIOL116 Anatomy and Physiology with Human Disease II 4
- BIOL310 Nutrition 3
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- STAT219 Introduction to Biostatistics 3
- PSYC101 Introductory Psychology 3
- PSYC270 Dimensions of Aging 3
- PSYC303 Psychosocial Health Concerns 3
- HSAD490 Health Services Administration Internship 3
- SABR381 Study Abroad Experience 3

*It is recommended that students seeking this degree program complete BIOL120 and BIOL131. Biology, chemistry and/or natural science electives may be substituted if the student has previously earned applicable credits.*

Please note that students will not be awarded both the B.B.A. Health Services Administration and the B.S. Health Services Administration. Only one degree and catalog year of the Health Services Administration major may be declared.

### Foundations of Health Professions  
*18 credits*

- CISP112 Applied Information Technology 3
- HLTH101 Introduction to Health Careers 3
- HLTH110 Medical Terminology 3
- HLTH220 Pharmacology 3
- HLTH230 Health Care Law and Ethics 3
- HLTH235 Principles of Health Care Management 3

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*davenport.edu  27*
**NURSING**

**Bachelor of Science in Nursing | 120-122 credits | NURSE BSN (Completion Program)**

This program is designed for currently licensed registered nurses who are seeking a bachelor’s degree in nursing. This program is approved by the National League for Nursing Accrediting Commission, Inc. The purpose of the bachelor’s degree nursing program at Davenport University is to prepare the graduates to advance in the nursing profession through the use of critical thinking, advanced assessment skills, communication, collaborating practices, applied research, self-directed learning, leadership and management skills. This program prepares registered nurses for nursing practice of patients and their support systems across the continuum of care and in communities.

**Preadmission Requirements:**
- Must possess a current active unencumbered and unrestricted Registered Nurse License
- Must have at least a cumulative G.P.A. of 2.5 from previous nursing program

**Foundations of Excellence** 34 credits

- Advanced Standing – Natural Sciences 15
- BIOL312 Pathophysiology 4
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- STAT219 Introduction to Biostatistics 3

**NURSING PRE-LICENSEURE**

**Bachelor of Science in Nursing | 120-133 credits | P-LIC RN BSN**

This program is designed for students who have chosen to pursue a career as a professional nurse. The purpose of the bachelor’s degree nursing program at Davenport University is to prepare the graduate with the skill and knowledge necessary to function in the role of the professional nurse through the use of critical thinking, advanced assessment skills, communication, collaborating practices, applied research, self-directed learning, leadership and man-
agement skills, systems thinking, and professional development. This program prepares graduates for nursing practice across the continuum of care and in communities.

Program seats are limited and entry is competitive. Students are admitted to the program based on their cumulative GPA, TEAS scores, professional recommendations, and a personal essay. Students who meet admissions criteria will be provisionally admitted to the program pending completion of the Criminal Background Check (CBC) and Drug Screen (DS).

Foundations of Excellence 34 credits

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
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<td>BIOL222</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>CHEM150</td>
<td>Foundations in Chemistry</td>
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<td>COMM120</td>
<td>Presentation Skills</td>
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<td>MATH125</td>
<td>Intermediate Algebra</td>
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<td>STAT219</td>
<td>Introduction to Biostatistics</td>
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<tr>
<td>PSYC101</td>
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Foundations of Health Professions 20 credits

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<td>BIOL312</td>
<td>Pathophysiology</td>
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<td>HLT101</td>
<td>Introduction to Health Careers</td>
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<td>HLT230</td>
<td>Health Care Law and Ethics</td>
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<td>PSYC303</td>
<td>Psychosocial Health Concerns</td>
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<td>SOCS201</td>
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Major 66-79 credits

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<td>Foundations of Nursing/Critical Thinking</td>
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<td>NURS101C</td>
<td>Foundations of Nursing/Critical Thinking Clinical</td>
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<td>NURS125</td>
<td>Pharmacology I</td>
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<td>NURS126</td>
<td>Pharmacology II</td>
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<td>NURS135</td>
<td>Nutrition in Nursing</td>
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<td>NURS250</td>
<td>Nursing Care of Adults</td>
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<td>Nursing Care of Adults Lab</td>
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<td>NURS250C</td>
<td>Nursing Care of Adults Clinical</td>
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<td>NURS315</td>
<td>Health Promotion and Education</td>
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<td>NURS317</td>
<td>Health Assessment in Nursing</td>
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<td>NURS325</td>
<td>Mental Health Nursing Across the Lifespan</td>
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<td>Mental Health Nursing Clinical</td>
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<td>NURS334</td>
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<td>Nursing Care of Adults II Lab</td>
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<td>NURS334C</td>
<td>Nursing Care of Adults II Clinical</td>
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<tr>
<td>NURS355</td>
<td>Nursing of Childbearing Family</td>
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<td>Nursing of Childbearing Family Clinical</td>
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<td>NURS370C</td>
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<td>NURS415*</td>
<td>Evidence Based Nursing Practice</td>
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<td>NURS427</td>
<td>Community Health Nursing (PL)</td>
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<td>Community Health Nursing Clinical (PL)</td>
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<td>NURS433</td>
<td>Nurse Manager and Leader (PL)</td>
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<tr>
<td>NURS433C</td>
<td>Nurse Manager and Leader Clinical (PL)</td>
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<tr>
<td>NURS496</td>
<td>Senior Nursing Seminar</td>
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Complete the optional Medical Case Management Specialty (13 credits):

**Medical Case Management Specialty [CMS] (13 credits):**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MCMG300</td>
<td>Case Management Fundamentals</td>
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<tr>
<td>MCMG312</td>
<td>Case Management Insurance Utilization Review</td>
<td>3</td>
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<tr>
<td>MCMG401</td>
<td>Case Work Reporting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MCMG403</td>
<td>Case Management Special Populations</td>
<td>3</td>
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</table>

*Nursing Pre-Licensure BSN students may take online offerings with permission of the Nursing Department.

The Bachelor of Science in Nursing degree requirements must be met based on the catalog year of acceptance to the BSN Nursing Pre-Licensure program.

MEDICAL CASE MANAGEMENT CERTIFICATE

Post-Baccalaureate Certificate | 13-14 credits | MED CASE PBC

The Medical Case Management certificate is designed for health and human services professionals, who have earned their bachelor’s degree at an accredited college or university and want to pursue or advance their career as a case manager. The courses of the Post-Baccalaureate Certificate in Medical Case Management provide valuable preparation for careers in case management in a variety of health care practice settings and prepare the student for the Certified Case Manager national certification exam. An optional course to specifically prepare for the Certified Case Manager national certification exam is available.

**Preadmission requirements:**

Students should have completed an undergraduate degree earned at an accredited college or university as well as a course in the foundations of case management and statistics prior to starting this post-baccalaureate program. If not, it is strongly recommended that MCMG300 Case Management Fundamentals and either STAT220 Introduction to Statistics or STAT219 Introduction to Biostatistics be completed.

**Major** 13-14 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>MCMG312</td>
<td>Case Management Insurance Utilization Review</td>
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<td>MCMG401</td>
<td>Case Work Reporting Techniques</td>
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<td>MCMG410</td>
<td>Case Management Certification Preparation*</td>
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Choose from two of the following:

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<tr>
<td>MCMG310</td>
<td>Community Services</td>
<td>3</td>
</tr>
<tr>
<td>MCMG311</td>
<td>Psychological Adjustment to Disability</td>
<td>3</td>
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<tr>
<td>MCMG403</td>
<td>Case Management Special Populations</td>
<td>3</td>
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</tbody>
</table>

*Optional course

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/health-professions/post-baccalaureate-certificate/medical-case-management-certificate-pb.
HEALTH INFORMATION TECHNOLOGY (HIT)

Associate of Applied Science | 75 credits | HLT INFO AAS

This program, accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), prepares the individual to analyze, manage, and utilize patient care data and health information resources. Students in the program utilize the American Health Information Management Association’s Virtual Lab which provides students with a learning experience that uses state-of-the-art technology and software. Graduates will have an understanding of coding information for reimbursement and research, standards and regulations regarding health information and managing medical records and health care information. Graduates from accredited HIT programs are employed throughout the health care industry in hospitals, ambulatory care facilities, physician practices, managed care organizations, insurance companies, consulting and law firms—any organization that collects and uses health information.

Students may begin the HIT program at any of the identified locations, but must complete the program at the Livonia location or online. Students successfully completing this CAHIIM-accredited program are eligible to take the Registered Health Information Technician (RHIT) exam offered by the American Health Information Management Association (AHIMA). Students desiring to go on to complete the B.S. in Health Information Management must successfully complete HINT297 and HINT297L prior to progressing into the B.S. major.

Foundations of Excellence 26 credits

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<td>BIOL116</td>
<td>Anatomy and Physiology with Human Disease II</td>
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<td>BIOL131</td>
<td>Introduction to Human Disease</td>
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<td>COMM120</td>
<td>Presentation Techniques</td>
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<td>ENGL109</td>
<td>Composition</td>
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<td>ENGL110</td>
<td>Advanced Composition</td>
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<td>MATH125</td>
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Foundations of Health Professions 9 credits

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<td>Applied Information Technology</td>
<td>3</td>
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<td>HINT110</td>
<td>Introduction to HealthCare</td>
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<td>HLTH110</td>
<td>Medical Terminology</td>
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Major 40 credits

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<td>HINT110</td>
<td>Health Record Content</td>
<td>3</td>
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<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
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<tr>
<td>HINT203</td>
<td>Health Care Delivery Systems</td>
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<tr>
<td>HINT209</td>
<td>Quality Assurance Health Care</td>
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<tr>
<td>HINT211</td>
<td>Health Care Management Foundations</td>
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<td>HINT221</td>
<td>ICD Coding</td>
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<td>HINT222</td>
<td>Procedural CPT/HCPCS Coding</td>
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<td>HINT223</td>
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<td>HINT250</td>
<td>Introduction to Reimbursement Systems</td>
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<td>HINT294</td>
<td>Coding Professional Practice Experience (Lecture)</td>
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<td>HINT294L</td>
<td>Coding Professional Practice Experience (Lab)</td>
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<tr>
<td>HINT297</td>
<td>HIT Coding Professional Practice Experience (Lab)</td>
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HINT297L HIT Coding Professional Practice Experience (Lab) 2
HLTH230 Health Care Law and Ethics 3

To be prepared for success on the national certification exam and entry into the HIM workforce, it is strongly recommended that students in the HIT AAS program meet the most current catalog year requirements.

MEDICAL ASSISTING

Associate of Applied Science | 61-64 credits | MEDA AAS

This program is accredited by the Commission on Accreditation of Allied Health Educational Programs at Battle Creek and Saginaw in conjunction with the Lansing location (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are prepared in the basics of patient care, basic laboratory practices and medical office procedures. In addition, the graduate will have developed their interpersonal communication skills and acquired a foundation in both psychology and diversity. The graduate is eligible to take the certification exam of the American Association of Medical Assistants (CMA) and/or the American Medical Technologist Exam (RMA). (At some locations, options for this program may include selecting a Phlebotomy Specialty, becoming eligible to write a phlebotomy certification exam or completing a Chiropractic Assistant Specialty.)

Foundations of Excellence 27 credits

<table>
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<td>Anatomy and Physiology with Human Disease I</td>
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<td>Anatomy and Physiology with Human Disease II</td>
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<td>COMM120</td>
<td>Presentation Techniques</td>
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<td>HLTH100**</td>
<td>CPR/First Aid</td>
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<td>MATH125</td>
<td>Intermediate Algebra</td>
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<td>PSYC101</td>
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<td>SOSC201</td>
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Foundations of Health Professions 15 credits

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<td>Introduction to Health Careers</td>
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<td>HLTH110</td>
<td>Medical Terminology</td>
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<td>HLTH220</td>
<td>Pharmacology</td>
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<td>HLTH230</td>
<td>Health Care Law and Ethics</td>
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Planned Semester Major 16 credits

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<td>MEDA254+</td>
<td>Clinical Patient Care</td>
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<td>MEDA255+</td>
<td>Clinical Laboratory Procedures</td>
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<td>MEDA259</td>
<td>Medical Office Applications</td>
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<tr>
<td>MEDA290+</td>
<td>Medical Assisting Practicum</td>
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Choose Open Electives, Chiropractic Assistant Specialty or Phlebotomy Specialty:

Open Electives 3 credits

Recommended Electives:

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<td>Health Information Technology</td>
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<td>HLTH210</td>
<td>Health Care Organizations and Systems</td>
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<tr>
<td>HLTH235</td>
<td>Principles of Health Care Management</td>
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PRE-HEALTH PROFESSIONS COURSES

Program standards are specific for most of the College of Health Professions degree programs and established so students will be prepared for credentialing examinations offered by professional associations or the state government. Admission to the University does not guarantee admission to all programs in the College of Health Professions. It is recommended that students planning to pursue programs that have specific admission requirements or students undecided in their program of study start with the following courses. In addition to specific courses, individual programs may have special requirements for the clinical sections of the program which should be considered before pursuing coursework in the specific health professions major. The student is advised to consult the College of Health Professions Handbook for these requirements. Students are encouraged to meet with their Advisor to discuss program options and specific admission requirements for each degree program.

Pre-Health Undecided | Pre-Licensure BSN Focus | PHUN PL BSN

<table>
<thead>
<tr>
<th>Foundations of Excellence</th>
<th>BIOL110</th>
<th>BIOL110L</th>
<th>BIOL221</th>
<th>BIOL221L</th>
<th>BIOL222</th>
<th>BIOL222L</th>
<th>CHEM150</th>
<th>CHEM150L</th>
<th>ENGL109</th>
<th>ENGL110</th>
<th>MATH125</th>
<th>PSYC101</th>
<th>STAT219</th>
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<tr>
<td>Credits</td>
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</table>

| Pre-Health Undecided | Pre-Licensure BSN Focus | PHUN PL BSN
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Foundations of Excellence</td>
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<td>BIOL110L</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

PRACTICAL NURSING

Diploma | 46 credits | NURS DIPL

The practical nursing program at Davenport University is approved by the Michigan Board of Nursing and accredited by the National League for Nursing Accrediting Commission, Inc. The Practical Nursing program is designed to prepare the graduate at the diploma level with the skill and knowledge necessary to function in the role of Licensed Practical Nurse (LPN). The LPN uses the nursing process to meet the needs of patients in all age groupings. The LPN graduate will also use effective communication with members of the health care team, provide appropriate health teaching and serve as an advocate for both patient and families.

Foundations of Excellence | 17 credits
| BIOL115* | Anatomy and Physiology with Human Disease I | 4 |
| BIOL116* | Anatomy and Physiology with Human Disease II | 4 |
| ENGL109  | Composition                                 | 3 |
| MATH125  | Intermediate Algebra                         | 3 |
| PSYC101  | Introduction to Psychology                   | 3 |

Foundations of Health Professions | 1 credit
| HLTH101S | Introduction to Health Careers Seminar       | 1 |

Major | 28 credits
| NURS101 | Foundations of Nursing and Critical Thinking | 3 |
| NURS101C | Foundations of Nursing/Critical Thinking Clinical | 2 |
| NURS125 | Pharmacology I                                | 2 |
| NURS126 | Pharmacology II                               | 2 |

*Phlebotomy Specialty – Davenport University requires that phlebotomy students must have documentation that they have met a minimum of 120 hour clinical practicum and have successfully performed at least 100 venipunctures. All students who complete this requirement are eligible to sit for the American Association of Medical Technologists, Phlebotomy Technician Certification exam.

**Students who have current CPR/BLS and First Aid certifications or equivalent will receive credit for HLTH100.

To be prepared for success on the national certification exam and entry into the Medical Assisting profession, it is strongly recommended that students meet the most current catalog year requirements.

PRE-HEALTH PROFESSIONS COURSES

Program standards are specific for most of the College of Health Professions degree programs and established so students will be prepared for credentialing examinations offered by professional associations or the state government. Admission to the University does not guarantee admission to all programs in the College of Health Professions. It is recommended that students planning to pursue programs that have specific admission requirements or students undecided in their program of study start with the following courses. In addition to specific courses, individual programs may have special requirements for the clinical sections of the program which should be considered before pursuing coursework in the specific health professions major. The student is advised to consult the College of Health Professions Handbook for these requirements. Students are encouraged to meet with their Advisor to discuss program options and specific admission requirements for each degree program.

Pre-Health Undecided | Pre-Licensure BSN Focus | PHUN PL BSN

| Foundations of Excellence | BIOL110 | BIOL110L | BIOL221 | BIOL221L | BIOL222 | BIOL222L | CHEM150 | CHEM150L | ENGL109 | ENGL110 | MATH125 | PSYC101 | STAT219 |
| Credits               | 3      | 1       | 3      | 1        | 3      | 1        | 3      | 1      | 3      | 3      | 3      | 3      | 3      |

| Pre-Health Undecided | Pre-Licensure BSN Focus | PHUN PL BSN
<table>
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<tr>
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<td>BIOL110L</td>
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<tr>
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</table>
## Foundations of Health Professions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL211</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL211L</td>
<td>Microbiology Lab</td>
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</tr>
<tr>
<td>HLTH100**</td>
<td>Cardiopulmonary Resuscitation/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>HLTH101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH220*</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Optional courses not required.

**Students who have a current CPR/BLS and First Aid certifications or equivalent will receive credit for HLTH100. Official proof of current CPR/BLS and First Aid certifications must be on file prior to beginning the nursing clinical requirements.

## Pre-Health Undecided | Medical Assisting Focus | PHUN AS MA

### Foundations of Excellence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115#</td>
<td>Anatomy and Physiology with Human Disease I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL116#</td>
<td>Anatomy and Physiology with Human Disease II</td>
<td>4</td>
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Or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL221</td>
<td>Anatomy and Physiology I</td>
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<td>Anatomy and Physiology I Lab</td>
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<td>BIOL222</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BIOL222L</td>
<td>Anatomy and Physiology II Lab</td>
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</table>

### Foundation courses for all nursing program:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
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<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH101+</td>
<td>Introduction to Health Careers</td>
<td>3</td>
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</tbody>
</table>

### Optional Foundations of Health Professions courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH100**</td>
<td>Cardiopulmonary Resuscitation/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>HLTH110*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH220*</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Optional classes to prepare for NURS required courses.

**Students who have current CPR/BLS and First Aid certifications or equivalent will receive credit for HLTH100. Official proof of current CPR/BLS and First Aid certifications must be on file prior to beginning the nursing clinical requirements.

#A grade of C or better is required for successful completion of both BIOL115 and BIOL116.

**Students who have current CPR/BLS and First Aid certifications or equivalent will receive credit for HLTH100.

#A grade of C or better is required for successful completion of both BIOL115 and BIOL116.

+HLTH101 3 credits is required for BSN-Pre-Licensure program; HLTH101S 1 credit is required for Licensed Practical Nursing program.
COLLEGE OF TECHNOLOGY

Programs

BACHELOR OF SCIENCE

Computer Information Systems (BS) 120 credits
  Specialties: Programming and Web and Mobile Development
Computer Science (BS) 120 credits
  Specialties: Biometrics and Gaming and Simulation
Database Systems and Programming (BS) 120 credits
Digital Forensics (BS) 120 credits
Information Assurance (BS) 120 credits
Network Management and Design (BS) 120 credits
  Specialties: Advanced Cisco Networking, Server Administration
Network Security (BS) 120 credits
Technology Project Management (BS) 120 credits

POST-BACCALAUREATE CERTIFICATE

Global Project Management 18 credits

ASSOCIATE OF APPLIED SCIENCE

Computer Information Systems (AAS) 60 credits
Networking Technology (AAS) 60 credits
COMPUTER INFORMATION SYSTEMS

Bachelor of Science | 120 credits | CINFO SYS BS

The Computer Information Systems program is designed to educate students in a broad range of computer programming skills. Students will learn to work with leaders from functional areas to analyze information requirements and determine ways in which computer systems can meet those needs. Students will have a choice between two dynamic specialties: Programming Specialty or Web and Mobile Development Specialty.

Foundations of Excellence | 34-35 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or (if exempt) Open Electives</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL100</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH140</td>
<td>Finite Mathematics (3 cr) or MATH215</td>
<td>3 or 4</td>
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<tr>
<td>MATH150</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
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<td>SOSC301</td>
<td>Globalization and World Diversity</td>
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<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
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</table>

Foundations of Business | 9-10 credits

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT200</td>
<td>Accounting Basics for Managers (3 cr) or ACCT201</td>
<td>3 or 4</td>
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<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
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</table>

Foundations of Technology | 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CISP111</td>
<td>Requirements Planning and Development</td>
<td>3</td>
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<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>MATH250</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>CSCI231</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>GPMT287</td>
<td>Principles of Project Management</td>
<td>3</td>
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Choose one of the following: 3

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CSCI232</td>
<td>Object-Oriented Programming with C++</td>
<td>3</td>
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<tr>
<td>CSCI234</td>
<td>Object-Oriented Programming with C#</td>
<td>3</td>
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<tr>
<td>CSCI239</td>
<td>Object-Oriented Programming with Java</td>
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Major | 45-48 credits

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<tr>
<td>CISP211</td>
<td>E-Business Foundations</td>
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<tr>
<td>CISP220</td>
<td>Web Page Applications</td>
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<tr>
<td>CISP238</td>
<td>Server Side Scripting I</td>
<td>3</td>
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<tr>
<td>CISP309</td>
<td>Database Systems</td>
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<tr>
<td>CISP340</td>
<td>Mobile Application Development I</td>
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<tr>
<td>CISP405</td>
<td>B2B Processes</td>
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<td>CSCI312</td>
<td>Data Structures and Algorithms</td>
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</tr>
<tr>
<td>CSCI342</td>
<td>Advanced Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>CISP490*</td>
<td>Computer Information Systems Internship or TECH498*</td>
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<tr>
<td>TECH497</td>
<td>College of Technology Capstone</td>
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Choose one of the following specialty areas: 18 credits

<table>
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<tbody>
<tr>
<td>CISP401</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>CISP410</td>
<td>Systems Integration</td>
<td>3</td>
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<tr>
<td>CSCI420</td>
<td>Distributed Architectures</td>
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<tr>
<td>CSCI430</td>
<td>Operating Systems</td>
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Choose two (6 credits) of the following not completed in the Foundations: 6

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<th>Course Title</th>
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<tbody>
<tr>
<td>CSCI232</td>
<td>Object-Oriented Programming with C++</td>
<td>3</td>
</tr>
<tr>
<td>CSCI234</td>
<td>Object-Oriented Programming with C#</td>
<td>3</td>
</tr>
<tr>
<td>CSCI239</td>
<td>Object-Oriented Programming with Java</td>
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</table>

Web and Mobile Development Specialty (15 credits)

<table>
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<tr>
<td>BITS301</td>
<td>Image Editing Applications</td>
<td>3</td>
</tr>
<tr>
<td>BITS303</td>
<td>Web Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CISP310</td>
<td>Server Side Scripting II</td>
<td>3</td>
</tr>
<tr>
<td>CISP316</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CISP341</td>
<td>Mobile Application Development II</td>
<td>3</td>
</tr>
</tbody>
</table>

Open Electives | 9-14 credits

*Either CISP490 or TECH489 must be completed unless the experiential learning component is satisfied. An upper level technology substitution must be chosen if the experiential component is completed within a required course in the major.

COMPUTER SCIENCE

Bachelor of Science | 120 credits | COMP SCIE BS

Our computer science program is designed to introduce students to topics ranging from algorithmic and applied theoretical foundations to cutting-edge developments in areas such as computer vision, artificial intelligence, modeling and simulation. Computer Science offers a comprehensive foundation that permits graduates to adapt to new technologies and new ideas while solving real world problems. Students will choose between two emerging specialties: Biometrics and Gaming & Simulation.

Foundations of Excellence | 44 credits

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or (if exempt) Open Electives</td>
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<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
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<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
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<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
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<tr>
<td>MATH150</td>
<td>Pre-Calculus</td>
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<tr>
<td>MATH215</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH205</td>
<td>Applied Linear Algebra</td>
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<tr>
<td>PHYS100</td>
<td>Applied Physics</td>
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<tr>
<td>PHYS100L</td>
<td>Applied Physics Lab</td>
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<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>SOSC301</td>
<td>Globalization and World Diversity</td>
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<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
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Foundations of Technology | 18 credits

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<thead>
<tr>
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<tbody>
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<tr>
<td>TECH497</td>
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Choose one of the following major specialties: 42-46 credits

<table>
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<th>Course Title</th>
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<tr>
<td>CSCI260</td>
<td>Software Engineering</td>
<td>3</td>
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<tr>
<td>CSCI280</td>
<td>Artificial Intelligence</td>
<td>3</td>
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</tbody>
</table>

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1See “Guide to Electives” on page 116 for list of choices.
Choose one of the following specialty areas:

**Biometrics (31 credits)**
- BIOL120 Essentials of Anatomy and Physiology 4
- CSCI222 Biometric Fundamentals 3
- CSCI326 Biometric Spoofing 3
- CSCI350 Biometric Algorithms 3
- CSCI380 Computer Vision 3
- CSCI410 Pattern Recognition I 3
- CSCI411 Pattern Recognition II 3
- CSCI425 Biometric Architectures 3
- CSCI446 Advances in Biometrics 3
- IAAS221 Security Foundation 3

**Open Electives (12-16 credits)**
*Either CSCI490 or TECH489 must be completed unless the experiential learning component is satisfied. An upper level technology substitution must be chosen if the experiential component is completed within a required course in the major.

**DATABASE SYSTEMS AND PROGRAMMING**

**Bachelor of Science | 120 credits | DATA PROG BS**

The Database Systems and Programming major is designed to educate students in a broad range of data management skills. Students will learn to define and analyze information requirements to determine what data is necessary to support the programming and management needs. Students will gain a solid understanding of data modeling, design, administration, programming and security. Additionally concepts such as data warehouse modeling and maintenance, data mining and database integration and distributed architecture concepts are covered.

**Foundations of Excellence (34-35 credits)**
- ACES100 Achieving Career and Education Success or (if exempt) Open Electives* 3
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
- MATH140 Finite Mathematics (3 cr) or MATH215 Calculus I (4 cr) 3 or 4
- MATH150 Pre-Calculus 4
- SOSC201 Diversity in Society 3
- CSCI312 Data Structures and Algorithms 3
- CSCI490* Computer Science Internship or TECH489* Field Experience in Technology 3

*See “Guide to Electives” on page 116 for list of choices.

**Digital Forensics**

**Bachelor of Science | 120 credits | DIGT FOR BS**

The Bachelor of Science degree in Digital Forensics provides the necessary knowledge and skills for the collection, processing, preservation, analysis, and presentation of computer-related evidence in support of network vulnerability mitigation and/or criminal, fraud, counterintelligence, or law enforcement investigations. Students will use hands-on tools and techniques in a variety of environments for operating systems, file systems, networks, mobile devices, and electronic discovery of data.

**Foundations of Excellence (36-37 credits)**
- ACES100 Achieving Career and Education Success or (if exempt) Open Electives* 3
- COMM120 Presentation Techniques 3
- ENGL109 Composition 3
- ENGL110 Advanced Composition 3
- ENGL311 Professional Writing 3
- MATH125 Intermediate Algebra 3
The Bachelor of Science degree in Information Assurance provides the proactive and reactive knowledge and skills that encompass security in the technological environment. Hands-on tools and techniques, supported by the latest trends and case studies, will cover myriad topics to present what security is and how to best protect an organization’s information assets. Students will learn to ensure appropriate treatment of risk, compliance, and assurance from internal and external perspectives.

### Foundations of Excellence

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### Foundations of Business

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### Foundations of Technology

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### INFORMATION ASSURANCE

**Bachelor of Science | 120 credits | INFO ASSR BS**

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1See “Guide to Electives” on page 116 for list of choices.
**NETWORK MANAGEMENT AND DESIGN**

**Bachelor of Science | 120 credits | NETMGTDSG BS**

The Network Management & Design program prepares the graduate with the technical knowledge and skills that are required to design, install, administer, upgrade, and maintain network systems and computers. Students will learn problem solving skills as well as the ability to evaluate user needs, purchase and install hardware and software, and administer networks. The courses in this program will cover topics directly related to the objectives of certification exams from Microsoft, Cisco, and CompTIA.

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Choose one of the following: 3

| MATH140 | Finite Mathematics (3 cr) |
| MATH250 | Discrete Structures (3 cr) |
| STAT322 | Inferential Statistics (3 cr) |

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**Major** | 48-49 credits |
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| MATH250 | Discrete Structures (3 cr) |
| STAT322 | Inferential Statistics (3 cr) |

1See “Guide to Electives” on page 116 for list of choices.

**NETWORK SECURITY**

**Bachelor of Science | 120 credits | NETW SECR BS**

The Bachelor of Science in Network Security program prepares students to create and implement network security policies for an organization. In addition to network security fundamentals, this program also includes the knowledge and skills to perform administrative oversight of disaster recovery, information assurance, and other network security policies. Hands-on coursework will provide more advanced security skills in a variety of hardware and software environments. The courses in the program cover topics directly related to the objectives of certification exams in the area of network security.

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<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>IAAS251</td>
<td>Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>IAAS322</td>
<td>Network Defense/Countermeasure</td>
<td>3</td>
</tr>
<tr>
<td>IAAS481</td>
<td>Information Security and Assurance</td>
<td>3</td>
</tr>
<tr>
<td>NETW151</td>
<td>Cisco Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW152</td>
<td>Cisco Routing and Switching</td>
<td>3</td>
</tr>
<tr>
<td>NETW235</td>
<td>UNIX/Linux Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>NETW241</td>
<td>MS Implement Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>NETW251</td>
<td>Cisco Scaling Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW252</td>
<td>Cisco Connecting Networks</td>
<td>3</td>
</tr>
<tr>
<td>NETW325</td>
<td>Wireless Networking and Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW326</td>
<td>IP Telephony</td>
<td>3</td>
</tr>
<tr>
<td>NETW341</td>
<td>MS Plan and Implement Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>NETW490*</td>
<td>Networking Internship or Field Experience in Technology</td>
<td>3</td>
</tr>
<tr>
<td>TECH489*</td>
<td>College of Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

## Open Electives 4-6 credits

*Either NETW490 or TECH489 must be completed unless the experiential learning component is satisfied. An upper level technology substitution must be chosen if the experiential component is completed within a required course in the major.

## Foundations of Business 13 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT201</td>
<td>Accounting Foundations I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LEGL210</td>
<td>Business Law Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
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## Foundations of Technology 15 credits

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CISP111</td>
<td>Requirements Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td>CISP213</td>
<td>Computer Selection and Training</td>
<td>3</td>
</tr>
<tr>
<td>GPMT287</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IAAS221</td>
<td>Security Foundations</td>
<td>3</td>
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## Major 42-44 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GPMT385</td>
<td>Project Scheduling with Agile</td>
<td>3</td>
</tr>
<tr>
<td>GPMT400</td>
<td>Project Financial/Risk Analysis</td>
<td>3</td>
</tr>
<tr>
<td>GPMT410</td>
<td>Global Sourcing for Projects</td>
<td>3</td>
</tr>
<tr>
<td>GPMT446</td>
<td>Project Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>GPMT490</td>
<td>Project Management Internship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT375</td>
<td>Leadership Theory and Discovery</td>
<td>3</td>
</tr>
<tr>
<td>TECH497</td>
<td>College of Technology Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

## Choose one of the following:

- Foreign Language Elective (3 cr)
- BUSN225 International Business (3 cr)
- GPMT290 Project Management Internship (1, 2, or 3 cr)
- GPMT499 Cert Project Management Professional Prep
- SABR381 Study Abroad (3 cr)

## Choose 6 (six) elective courses from the list below [TPMS] or choose one of the following established specialty areas

### Accounting Information Systems Specialty [AISS] (20 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT202</td>
<td>Accounting Foundations II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT213</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Accounting Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ACCT301</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT350</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FINC211</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

### Computer Information Systems Specialty [CISS] (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP211</td>
<td>E-Business Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CISP247</td>
<td>Database Design</td>
<td>3</td>
</tr>
<tr>
<td>MATH250</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>CISP401</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSCI231</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

## Choose one of the following:

- CSCI232 Object-Oriented Programming with C++
- CSCI234 Object-Oriented Programming with C#
- CSCI239 Object-Oriented Programming with Java

### Health Information Management Specialty [HIMS] (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINT110</td>
<td>Health Record Content</td>
<td>3</td>
</tr>
<tr>
<td>HINT201</td>
<td>Health Information Technology</td>
<td>3</td>
</tr>
</tbody>
</table>
An undergraduate degree and

Successful completion of management foundations, statistics and spreadsheet fundamentals through previously completed course work, Competency Exams or CLEP exams

<table>
<thead>
<tr>
<th>Major</th>
<th>18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPMT287</td>
<td>Principles of Project Management</td>
</tr>
<tr>
<td>GPMT385</td>
<td>Project Scheduling with Agile</td>
</tr>
<tr>
<td>GPMT400</td>
<td>Project Financial/Risk Analysis</td>
</tr>
<tr>
<td>GPMT410</td>
<td>Global Sourcing for Projects</td>
</tr>
<tr>
<td>GPMT446</td>
<td>Project Quality Management</td>
</tr>
<tr>
<td>GPMT490</td>
<td>Project Management Internship or</td>
</tr>
<tr>
<td>GPMT499</td>
<td>Certified Project Management Professional Preparation</td>
</tr>
</tbody>
</table>

Students completing the BS Technology Project Management major or the Global Project Management Specialty as part of their BBA in Management are not eligible for this additional certification.

The Department of Education requires Davenport University to provide certain information (Gainful Employment Disclosure) regarding this certificate program to aid students in making a decision to enroll. The Gainful Employment Disclosure information for this Post-Baccalaureate Certificate can be found at http://www.davenport.edu/programs/business/post-baccalaureate-certificate/global-project-management-certificate-pb.

**COMPUTER INFORMATION SYSTEMS**

**Associate of Applied Science | 60 credits minimum | CMP INFO AAS**

The Computer Information Systems curriculum is designed to introduce students to programming in microcomputer and minicomputer environments. Students will learn programming, databases and operating systems in a business environment.

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH150</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
</tr>
</tbody>
</table>

**Foundations of Business**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
</tr>
</tbody>
</table>

**Foundations of Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP111</td>
<td>Requirements Planning and Development</td>
</tr>
<tr>
<td>CISP220</td>
<td>Web Page Applications</td>
</tr>
<tr>
<td>MATH250</td>
<td>Discrete Structures</td>
</tr>
<tr>
<td>CSCI231</td>
<td>Introduction to Programming</td>
</tr>
</tbody>
</table>

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI232</td>
<td>Object-Oriented Programming with C++</td>
</tr>
<tr>
<td>CSCI234</td>
<td>Object-Oriented Programming with C#</td>
</tr>
<tr>
<td>CSCI239</td>
<td>Object-Oriented Programming with Java</td>
</tr>
</tbody>
</table>

**Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP211</td>
<td>E-Business Foundations</td>
</tr>
<tr>
<td>CISP238</td>
<td>Server Side Scripting I</td>
</tr>
<tr>
<td>CISP247</td>
<td>Database Design</td>
</tr>
<tr>
<td>CISP253</td>
<td>Perl/Python Scripting</td>
</tr>
<tr>
<td>GPMT287</td>
<td>Principles of Project Management</td>
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</table>

**Technology Elective**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
</table>

1See “Guide to Electives” on page 116 for list of choices.
NETWORKING TECHNOLOGY

Associate of Applied Science | 60-61 credits |

NETWTECH AAS

The Computer Networking Technology program is designed to provide students with the technical knowledge, skills, and strategies required to install, administer, and maintain computers and network systems. The courses in this program will cover topics directly related to the objectives of certification exams.

### Foundations of Excellence 21-22 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(if exempt) Open Electives¹</td>
<td></td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH135</td>
<td>College Algebra or</td>
<td></td>
</tr>
<tr>
<td>MATH150</td>
<td>Pre-Calculus</td>
<td>3-4</td>
</tr>
<tr>
<td>SOSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
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</table>

### Foundations of Business 6 credits

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
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</table>

### Foundations of Technology 6 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CISP111</td>
<td>Requirements Planning and Development</td>
<td>3</td>
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### Major 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAS224</td>
<td>Implementing Network Security</td>
<td>3</td>
</tr>
<tr>
<td>NETW101</td>
<td>PC Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW141</td>
<td>MS Client and Server OS</td>
<td>3</td>
</tr>
<tr>
<td>NETW151</td>
<td>Cisco Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW152</td>
<td>Cisco Routing and Switching</td>
<td>3</td>
</tr>
<tr>
<td>NETW201</td>
<td>PC Maintenance and Management</td>
<td>3</td>
</tr>
<tr>
<td>NETW217</td>
<td>UNIX Operating System</td>
<td>3</td>
</tr>
<tr>
<td>NETW235</td>
<td>UNIX Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>NETW241</td>
<td>MS Implement Network Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>
COLLEGE OF ARTS AND SCIENCES

Programs

FOUNDATIONS OF EXCELLENCE PROGRAM

ARTS AND SCIENCES HONORS PROGRAM

BACHELOR OF APPLIED SCIENCE
  Integrative Professional Studies BAS  120 credits

BACHELOR OF SCIENCE
  Biological Laboratory Science BS  120 credits
FOUNDATIONS OF EXCELLENCE PROGRAM

The College of Arts and Sciences develops and maintains the majority of courses in the Foundation of Excellence section of each degree program, whether it be in business, technology or health. These courses include English, humanities, social sciences, math, science, diversity and Achieving Career and Educational Success. The number of Foundation of Excellence courses required for each program varies since some programs in the technology and health profession areas require a greater emphasis in science and/or math to meet employer expectations. The specific Foundations of Excellence requirements are listed at the beginning of each program description in this catalog. The nine student learning outcomes of the Davenport University Excellence System are introduced in these courses.

ARTS & SCIENCES HONORS PROGRAM

This Honors Program supports excellence in critical thinking, creativity in applying the Davenport University Excellence System to a career path, and recognizes the development of leadership skills in the Foundation of Excellence Program that is part of each degree program.

Program Entrance Requirements:

Students may start the Program

■ Upon completion of minimum of 9 credit hours of University coursework at an accredited institution, with a cumulative GPA of 3.25 or higher at the time of starting the first Honors-designated course (HRNS151)

■ Two letters of recommendation from DU faculty members supporting the student’s decision to enter the program

Arts and Sciences Honors are conferred upon completion of

■ Five Foundation of Excellence courses (15 credits) in the College of Arts and Sciences at the 100 level or higher with a grade of “B” or higher.

■ Five course affiliated Honors Projects with a project grade of “B” or higher. Students will be enrolled in a section of HRNS151-155 (0 cr) for each of the five affiliated projects upon approval of the project. The Honors Project grade will not count as part of the final course grade, but is required for the designation of Honors credit. Students failing to either receive a course grade of “B” or higher, or complete the affiliated project with a grade of “B” or higher will earn course credit but no Honors designation.

■ Three credits of Experiential Learning experience, which could include PROX 193 Service Learning Experience (3 cr), SABR 381 Study Abroad (3 cr), or an approved internship. Students may complete this requirement at any time in the program, but must justify the timing of the Experiential Learning component to the Honors Program Coordinator. The Internship could be directly related to the student’s program or could encompass an affiliated or new field of study.

■ Students must maintain an overall cumulative university GPA of 3.25 throughout their degree program. If the GPA drops below 3.25 in any semester, the student will be placed on Honors Program probation for one semester until the GPA is brought back up to 3.25. A second probationary suspension will result in being dropped from the Honors Program. If a student fails to complete an Honors Project affiliated with a course, the student will receive university credit for the course, but not Honors credit. If a student fails to complete an Honors Project for a second course, the student will be dropped from the Program.

Affiliated Honors Projects

■ Students graduating from DU are expected to demonstrate mastery in nine Excellence System skills. Courses designated for Honors Program credit will include a project approved by the instructor and the Honors Program Coordinator that addresses either an excellence skill not covered in the course learning objectives, or significantly expands upon an excellence skill beyond the stated course Learning Objectives. Projects must be approved prior to completion of the first week of class. At least five of the nine Excellence System Skills must be addressed by completion of the five Honors-designated projects.

■ The nature and format of the projects are flexible but should represent approximately 20-30 hours of work outside of class obligations to complete the project. Students must submit a form to the College of Arts and Sciences to outline the project for approval purposes.

Students interested in this program should contact the College of Arts and Sciences.
INTEGRATIVE PROFESSIONAL STUDIES

Bachelor Of Applied Science | 127 credits | INT PRO BAS

The Bachelor of Applied Science Program in Integrative Professional Studies prepares students to complete 64 credits of courses taken from the Davenport University Colleges of Arts and Science, Business and Health Professions. The Davenport credits are transferred to Kuyper College where students complete an additional 63 credits leading to a nationally accredited Bachelor of Social Work degree conferred by Kuyper College. Upon completion of the Kuyper coursework, a Bachelor of Applied Science in Integrative Professional Studies is awarded from Davenport.

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or</td>
<td>3</td>
</tr>
<tr>
<td>HLT101</td>
<td>Introduction to Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCY101</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
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**Interdisciplinary Major**

<table>
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</thead>
<tbody>
<tr>
<td>PSYC201</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POLS230</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>STAT219</td>
<td>Biostatistics or</td>
<td>3</td>
</tr>
<tr>
<td>STAT220</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
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</tr>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;39 credits</td>
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</tbody>
</table>

**College of Arts and Sciences Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT211</td>
<td>Management Foundations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT312</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;9 credits</td>
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</tbody>
</table>

**College of Health Professions Courses**

<table>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC127</td>
<td>Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td>HLT1020</td>
<td>Health Care Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC303</td>
<td>Psychosocial Health Concerns</td>
<td>3</td>
</tr>
<tr>
<td>HSAD301</td>
<td>Cultural Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>&lt;br&gt;Elective at 300 level or higher from any College</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;36 credits</td>
<td></td>
</tr>
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</table>

**Kuyper Social Work Transfer Specialty**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;39 credits</td>
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</table>

**Kuyper Bible and Theology Core Transfer**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;21 credits</td>
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**Kuyper Cultural Immersion Transfer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;3 credits</td>
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</tr>
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</table>

**BIOLOGICAL LABORATORY SCIENCE**

Bachelor Of Science | 120 credits | BIOL LAB BS

A Bachelor of Science in Biological Laboratory Science will prepare students to work in a laboratory setting as a Research Associate or Technician. Such positions can be found in academic, industrial and government settings, and include biotechnology manufacturing companies that produce genetically engineered products like new vaccines, drugs or modified plants and animals for human consumption, university and medical research laboratories, government regulatory agencies and forensics laboratories.

**Foundations of Excellence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACES100</td>
<td>Achieving Career and Education Success or</td>
<td>3</td>
</tr>
<tr>
<td>BITS211</td>
<td>Microcomputer Applications: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BITS212</td>
<td>Microcomputer Applications: Database</td>
<td>3</td>
</tr>
<tr>
<td>COMM120</td>
<td>Presentation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENGL109</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL110</td>
<td>Advanced Composition</td>
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<tr>
<td>ENGL311</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH125</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH135</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>SOCSC201</td>
<td>Diversity in Society</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC301</td>
<td>Globalization and World Diversity</td>
<td>3</td>
</tr>
<tr>
<td>STAT219</td>
<td>Introduction to Biostatistics</td>
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<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;36 credits</td>
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</table>

**Science Courses**

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<th>Credits</th>
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<tbody>
<tr>
<td>CHEM160</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM160L</td>
<td>General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM161</td>
<td>General Chemistry II</td>
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</tr>
<tr>
<td>CHEM161L</td>
<td>General Chemistry II Lab</td>
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</tr>
<tr>
<td>CHEM250</td>
<td>Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM255</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM310</td>
<td>Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM310L</td>
<td>Biochemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYS210</td>
<td>Physics I</td>
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<tr>
<td>PHYS210L</td>
<td>Physics I Lab</td>
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<tr>
<td>PHYS220</td>
<td>Physics II</td>
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<tr>
<td>PHYS220L</td>
<td>Physics II Lab</td>
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<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;26 credits</td>
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**Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL110</td>
<td>Foundations of Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL110L</td>
<td>Foundations of Cell Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL111</td>
<td>Organisms and Populations</td>
<td>3</td>
</tr>
<tr>
<td>BIOL111L</td>
<td>Organisms and Populations Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL209</td>
<td>Techniques in Laboratory Science</td>
<td>4</td>
</tr>
<tr>
<td>BIOL211</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td>BIOL211L</td>
<td>Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL336</td>
<td>Genetics</td>
<td>4</td>
</tr>
<tr>
<td>BIOL354</td>
<td>Cell and Molecular Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL354L</td>
<td>Cell and Molecular Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL382</td>
<td>Science Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL430</td>
<td>Advanced Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL430L</td>
<td>Advanced Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL458</td>
<td>Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL458L</td>
<td>Forensic Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL468</td>
<td>Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL475</td>
<td>Advanced Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL475L</td>
<td>Advanced Forensic Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL490</td>
<td>Laboratory Internship</td>
<td>4</td>
</tr>
<tr>
<td>BIOL495</td>
<td>Capstone Research Project</td>
<td>3</td>
</tr>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;49 credits</td>
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</table>

**Open Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;br&gt;<strong>Total</strong></td>
<td>&lt;br&gt;9 credits</td>
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</tr>
</tbody>
</table>

Student may choose any discipline for the electives

- If the career intent is pre-medicine/pre-dental/pre-veterinary medicine, consider 2 cr of Organic Chemistry Lab or BIOL211/211L Anatomy and Physiology I and BIOL222/222L Anatomy and Physiology II as electives

---

1See “Guide to Electives” on page 116 for list of choices.
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M.A. Kutztown University
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Vice Provost for Assessment and Graduate Studies
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M.M.S., B.A. Purdue University
The purpose of the Donald W. Maine College of Business is to provide Davenport University students with the foundations of ethical business and legal theory needed for successful navigation in today’s global, diversified marketplace. The objective for those students pursuing business and legal majors is to integrate these foundations, along with the practical applications of their specialized fields of study needed for professional excellence and certifications.

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B.A. Bethany College

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B.Ed. Kenyatta University

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M.A. Pepperdine University
B.S.Ed. University of North Dakota

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B.A. Indiana University

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B.S. University of Ilorin

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University

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B.A. California State University

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B.A. Michigan State University

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College of Health Professions

The purpose of the College of Health Professions is to provide students with skills necessary for success in health-related careers, including skills related to the competencies required by the accrediting bodies that license or certify graduates of the programs. Students are able to synthesize the clinical and/or managerial skills of their selected programs in an ethical and legal manner. Students are prepared with the competencies necessary to work with diverse populations of clients and are eligible to apply for the appropriate licensure and/or certification examinations.

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B.B.A. Cleary University

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B.S. University of Texas Medical Branch at Galveston

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B.S. Malone University

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B.S. Ferris State University

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B.S. Ferris State University

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B.S. Madonna University

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B.S. Ferris State University

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B.S.N. Wayne State University

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M.S.N. Walden University
B.S.N. Davenport University

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Academic Fieldwork Coordinator
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B.S. Eastern Michigan University

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M.S.N., B.S.N. Saginaw Valley

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B.S.N. Ferris State University

Vickie Welton, M.S.N., R.N.
Simulation Lab and Clinical Coordinator
M.S.N. Walden
B.S.N. Kellogg Community Hospital

College of Technology

The purpose of the College of Technology is to provide students with the skills necessary to succeed in technologically oriented careers. Students are able to integrate technology into their careers and adapt as that technology evolves. Students will incorporate business and foundational skills into their programs and be prepared to complete appropriate certification requirements.

DEAN
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M.A. University of Massachusetts-Boston
B.S. Emmanuel College-Boston

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B.A. Alma College

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M.B.A. Regis University
B.S. Park College
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B.S. Michigan Technological University
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College of Arts and Sciences

The purpose of the College of Arts and Sciences is to provide students with the foundational skills and abilities needed for academic and professional excellence. These skills encompass analytical and critical thinking, written and oral communication, mathematical literacy, professional excellence and integrity, as well as background in the humanities and social, behavioral, and sciences, fundamental to global citizenship. In addition, the College of Arts and Sciences helps students develop a greater appreciation of artistic, literary, cultural and historical themes, trends and movements.

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B.S. The Ohio State University
ADMISSIONS

General Admissions

Davenport University grants admission to students who are motivated to work for a degree and whose academic achievements demonstrate they are prepared to succeed in a university curriculum and graduate.

Our students choose Davenport as their best opportunity to prepare for careers in business, technology, and health professions. We offer a high-tech learning environment, cutting-edge programs, accomplished and “real-world” professors, and strong links to the business community.

If you are serious about completing a quality, practical, career-oriented education, Davenport University is committed to your success.

You may call toll-free 1-800-686-1600 to speak with a representative regarding admission to the University. Our representatives are prepared to discuss how Davenport can best meet your individual needs and the wide variety of programs available, provide information about other support services available to students, and assist you with the application process. You may also apply for admission online at www.davenport.edu/apply.

University Admissions reviews all applications on a rolling basis. The applicant’s official transcripts, test scores, involvement, and program will be considered in the admissions decision. Admission requirements, criteria, and guidelines are applied equally to all students, including “home-schooled” students.

A review of the academic credentials will consist of all high school/college-level coursework and all available standardized test scores.

Applicants for non-credit academic programs may be admitted without meeting any of the above requirements with special permission from the University, but are not eligible for Title IV financial aid funds.

For more information on specific scores or assessment criteria, please contact a Davenport University Admission Representative.

Except for reasons prohibited by applicable discrimination laws, students may be excluded from admission or dismissed from Davenport University at any time for reasons considered appropriate by the University.

The University has the right to deny admission to any student who is in default on any Title IV HEA loans, which include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, Perkins Loan, and/or PLUS Loan.

Davenport University has a policy of nondiscrimination regarding students on the basis of race, color, national or ethnic origin, sex, gender, sexual orientation, veteran status, age, and religion in the administration of its admissions policies, educational policies, scholarship and loan programs, and other school-administered programs. Davenport also maintains a policy of nondiscrimination on the basis of handicap in regard to admission or employment and access to programs or activities. In addition, the University does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

Admissions Process

Undergraduate Application

First-Time College Student

1. Submit an official application, plus a $25 non-refundable application fee at www.davenport.edu/apply.

2. Provide official transcripts (one of the following):
   a. Official high school transcript documenting the date of graduation from a regionally accredited high school
   b. Documentation from a home-school agency, local school district, state Department of Education, or notarized transcript of high school courses taken, with grades
   c. Official GED scores

3. Official test scores (one of the following):
   a. Qualifying ACT® or SAT® score
   b. Qualifying COMPASS score

A student who meets his or her state’s requirements for home schooling at the secondary-school level has the academic qualification necessary for Title IV eligibility. Completion of a home-schooling program at secondary level may be self-certified. A student must show a high school diploma, the equivalent of a high school diploma, or an alternate to a high school diploma. High school diploma equivalents are a General Education Development Certificate (GED) or a state-certified diploma received after passing a state-authorized exam that is recognized as the equivalent of a high school diploma.

Transfer College Student:

1. Submit an official application, plus a $25 non-refundable application fee at www.davenport.edu/apply.

2. Provide official transcripts (one of the following):
   a. College transcript showing successful completion of transferable college-level math and English
   b. Official high school transcript documenting the date of graduation from a regionally accredited high school
   c. Official GED scores

3. Qualifying test scores (one of the following):
   a. Qualifying ACT® or SAT® score
   b. Qualifying COMPASS score

Unofficial college/university transcripts may be reviewed to determine eligibility for admission. If acceptance is granted based on that review the student will be allowed to register for classes for one semester. Registration will be prohibited for any subsequent semesters until the official college/university transcripts are on file.

*Prospective students without ACT scores, SAT scores, or approved college credit must take a standard COMPASS assessment as arranged by a university representative.

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Transcript Guidelines

Students must provide an official copy of their high school and/or all previous college transcripts for their file at Davenport University. Any students registering for classes without official transcripts on file accept responsibility for ensuring that they are not duplicating courses that might be brought in as transfer credit. All transcripts must be sent from the originating schools directly to Davenport University, and become the property of the University. Address to:
Registrar’s Office
6191 Kraft Ave SE
Grand Rapids, MI 49512

Admission to Health Programs

Program standards are specific for each health program and established so students will be prepared for credentialing examinations offered by the professional association or the state government. Program standards of progress are published in materials provided to health students upon admission to the University. Prospective students may request these materials before making application to the University. Students wishing to enroll in a health major should contact the Admission department at the campus they wish to attend for complete guidelines. In addition, regulations and requirements for clinical practicums and internships vary, including vaccinations, physical examination, etc.

All College of Health Professions students will be asked to complete a criminal background check and drug screening (CBC/DS) at the time a major in a health program is declared. This process should be completed in the first semester of attendance and is included in the course HLTH101 Introduction to Health Careers and in HLTH101S Introduction to Health Careers Seminar. Criminal background checks and drug testing completed elsewhere are not acceptable.

■ Prospective students that have been convicted of a felony or certain misdemeanors will not be able to participate as a student at most practicum sites, will not be able to complete most certification and licensing exams, and will find that gainful employment in most health care settings will not be possible.

Students are advised to refer to the College of Health Professions Student Handbook or the Nursing Program Student Handbook for special requirements as they apply to their program majors.

Admission to the Medical Assisting Program

Admission to the University is not admission to the Medical Assisting program. Students wishing to enter the Medical Assisting program should indicate their intention when first applying for enrollment at Davenport University. To be admitted to the Medical Assisting program, the student must meet the following criteria:

1. Application to Davenport University indicating the Medical Assisting program
2. Completion of ENGL109 and MATH125
3. Completion of the following pre-Medical Assisting courses:
   BIOL115, BIOL116, HLTH101, HLTH110 and HLTH220
4. Students should work with their advisor to submit verification to the appropriate Medical Assisting Program Director/Associate Chair for Allied Health that all criteria have been met
5. Complete and sign the Limited Enrollment Form for Medical Assistant program
6. Criminal background check. Anyone with a criminal background, especially a person convicted of a felony and/or most misdemeanors, may be unable to enter into and complete his or her professional practicum and thus graduate from the DU Medical Assisting program. The professional practicum host site, in cooperation with the DU College of Health Professions, determines suitability for placement. Students are advised to speak with a Medical Assisting Associate Department Chair/Program Director if they have any questions. In addition, a person with a criminal background may not be eligible to sit for the certification examination in Medical Assisting offered through the American Association of Medical Assisting (AAMA). The AAMA determines if a person with a criminal history will be eligible to sit for the certification exam.
7. Drug screening. At the time of the criminal background check, drug testing occurs. Any student using illegal substances will be subject to Davenport University policy as it relates to this matter. See the College of Health Professions Student Handbook for more information.

Re-Entry to the Medical Assisting Program

In order to ensure patient safety and satisfactory practice, students who stop-out for more than 12 months will be required to repeat the appropriate MEDA prefix courses as a condition of re-entry.

Admission to the Nursing Program

Admission to the University is not admission to or acceptance into the Nursing Program. Students wishing to enter the Nursing Program should indicate their intention when first applying for enrollment at Davenport University. Students must be formally admitted to the Nursing Program to enroll in any course that is designated with the prefix NURS. Requirements include the following:

1. For the diploma in practical nursing (PN) seats are limited; entry is competitive and based on the following:
   ■ Official college transcript from all colleges/universities attended
   ■ Minimum cumulative GPA of 3.0 or higher on a 4.0 scale is strongly recommended
   ■ Two letters of professional recommendation
   ■ An assessment of learning exam (English, math, reading, and science) is required – Davenport is currently utilizing the TEAS® V Test of Essential Academic Skills for this assessment.
   ■ A brief personal essay (450 words or less) which addresses the required topic.

Students are encouraged to submit an application for admission to the diploma in practical nursing program during the open enrollment period each year. Check the Davenport University website for the most current information on the deadlines for application to the practical nursing diploma program.
2. For the BSN Pre-Licensure Program seats are limited; entry is competitive and based on the following:
   - Official college transcript from all colleges/universities attended
   - Minimum cumulative GPA of 3.0 or higher on a 4.0 scale is strongly recommended
   - Two letters of professional recommendation
   - An assessment of learning exam (English, math, reading, and science) is required – Davenport is currently utilizing the TEAS® V Test of Essential Academic Skills for this assessment.
   - A brief personal essay (450 words or less) which addresses the required topic.

   Students are encouraged to submit an application for admission to the BSN Pre-Licensure nursing program during the open enrollment periods each year. Check the Davenport University website for the most current information on the deadlines for application to the BSN Pre-Licensure program.

3. For the BSN-RN Completion Program, entry is based on the following:
   - Submission of a current unencumbered, unrestricted RN license
   - Submission of official transcripts from previous nursing program and all previously attended colleges/universities
   - Associate degree or diploma in nursing with a minimum of 60 semester hours, including liberal arts and sciences
   - Minimum of a 2.5 GPA or higher on a 4.0 scale in previous nursing program
   - Two letters of professional recommendation
   - A brief personal essay (450 words or less) which addresses the required topic.
   - Completion of criminal background check and drug screening (can be completed 1st semester of attendance in HLTH101S)

   Admission to the BSN-RN Completion Program is considered on a rolling basis when all the application materials have been received. If selected for admission, the RN will be granted “Advanced Standing”, contact the Nursing Advisor for details.

All requirements listed above must be met before you will be considered for admission to the program of your choice.

To obtain nursing admission materials and gain assistance in completing the application process, please see the Nursing Advisor at your campus or visit our website at www.davenport.edu.

If you have been convicted of a felony or certain misdemeanors, this may preclude you from participating as a student in some clinical sites, and you may not be allowed to take the NCLEX examination—the state board licensing examination for nursing.

Transfer Credit for the PN or BSN Pre-Licensure:

Transfer science courses must have had a lab component to be considered equivalent. Science courses had to have been taken within the last five years and students should have received a minimum of a C or better grade in order for them to be accepted for transfer. Transfer of any course equivalent to Davenport University NURS prefixed courses is considered on a case by case basis but generally must have been completed within one year of application to DU’s Nursing program. Nursing students must meet the residency requirement for graduation from Davenport University.

 Withdrawal from the Nursing Program

Nursing students who withdraw or are unable to progress may seek readmission by reapplying in writing to the Associate Department Chair of Nursing at your campus. Students seeking readmission may be required to pass various assessments to ensure the continued command of previously learned material. Students who are unable to pass these assessments will be required to repeat certain courses as a condition of readmission.

Students stopping out of the nursing program for more than one year are subject to completion of the full application for the admission process and repeating the Nursing Program from the beginning.

Nursing students should refer to the Nursing Program Student Handbook for further explanation of the policies and procedures of the Nursing Program.

Admission as a Dual Enrollment Student

Michigan students enrolled in courses at Davenport University via the Postsecondary Enrollment Options Act are permitted to register through the entirety of their participation in dual enrollment programs providing they have met the state of Michigan requirements for participation. High school students may attend the University when they provide written permission from their high school principal or legal guardian. The student is subject to all policies, procedures, fees, and tuition costs of the University.

Admission as a Middle College Student

Students accepted into the Middle College program have entered into a partnership between the school district and Davenport University. Middle College students are permitted to register through the entirety of their participation in the middle college program providing they have met the requirements for participation. High school students may attend the University when they provide written permission from their high school principal or legal guardian. The student is subject to all policies, procedures, fees, and tuition costs of the University.

Admission as a Guest Student

A student in good standing at another college or university in the State of Michigan may be admitted as a guest student. This student assumes the responsibility of determining whether or not the courses taken at Davenport University apply to the student’s program of study at his or her home institution. A separate guest application must be submitted for each semester that the guest student attends Davenport University. The standard MACRAO
Admission as a Transfer Student

Those applying as transfer students who wish to have credits from another college evaluated and applied to the Davenport degree must have an official transcript sent to the Registrar’s Office. Transfer applicants with a bachelor’s degree from another institution may earn a second bachelor’s degree from Davenport University, provided the curriculum at Davenport University is substantially different from the curriculum involved in the first degree.

Regardless of the number of credits accepted from other institutions, all transfer students must meet Davenport’s minimum residency requirements.

Policies and Procedures which make Davenport University Transfer Friendly

Davenport University

- has articulation agreements with all State of Michigan community colleges. These articulations show how every program offered at the community college fits with a DU degree. Some community college degrees are paired with multiple DU degrees.

- has a State wide articulation with all Michigan Career and Technical Education centers as well as many individual program articulations with those same institutions

- has extensive articulation agreements with Michigan high schools

- accepts all previously earned college level credit that was successfully completed with a C or better grade

- will accept in transfer any college level course for which a passing grade was achieved if the student has a completed associates or bachelor’s degree from that institution

- honors all American Council on Education (ACE) approved credit from all branches of the armed services

- includes in its undergraduate catalog each year a list professional certifications pre-approved for credit by each College and will review any other certifications presented for potential awarding of credit

- will review all professional licenses and training programs for potential awarding of credit

- honors articulated high school and career technical education credit from our partnership community colleges if that credit is part of a completed associate degree

- allows students to appeal the transfer credit equivalency if additional information is available regarding actual course content and learning outcomes

Michigan Transfer Agreement

The Michigan Transfer Agreement (MTA) replaced the MACRAO agreement and took effect for students beginning fall 2014. Students who attended prior to fall 2014 will be able to complete the existing MACRAO agreement until the end of summer 2019.

The Michigan Transfer Agreement (MTA) is designed to facilitate transfer of general education requirements between institutions. One of the guiding principles of the agreement is to promote
transparency among institutions and ensure accurate transfer information for students.

A student must successfully complete at least 30 credits, with at least a 2.0 in each course, to fulfill the Michigan Transfer Agreement (MTA). Credits from students who have attended previous institutions will be evaluated and recorded as meeting ‘MTA’ requirements and Davenport University’s general education requirements, as long their home institutions considered those courses to satisfy general education requirements. A student must earn at least one credit-bearing course at any college or university to have the ‘MTA Satisfied’ posted on their transcript.

**Michigan Transfer Agreement (MTA) Requirements**

1. Course in English Composition
2. A second course in English Composition or 1 course in Communications
3. 1 Course in Mathematics
4. 2 Courses in Social Sciences (from two disciplines)
5. 2 Courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
6. 2 Courses in Natural Sciences including one with laboratory experience (from two disciplines)
7. View the Davenport University list of approved courses that will meet the MTA category requirements at www.davenport.edu/mta.

For additional information on the MTA or MACRAO please contact the Director of Transfer Articulation at 616-742-1718.

**Admission with Advanced Credit through Articulation**

The University maintains articulation agreements with area high schools and career/technical centers. Through these agreements, students may be admitted into selected second-level college courses. Students interested in obtaining advanced standing through high school articulation agreements should contact the Admission Office for more information.

**Military/Veterans’ Information**

Davenport University has a team of current and prior-service military staff, who know first-hand how to navigate VA and other military benefits and resources. For those interested in returning to school, please visit http://www.davenport.edu/military for more information.

Those eligible to receive educational benefits through the Veterans Administration must complete the Veterans Online Application (VONAPP) through the VA. These forms are available at the GI Bill website, http://vabenefits.vba.va.gov/vonapp. Applicants who are unsure of eligibility for benefits should contact VA Education Benefits at 1-888-GIBILL-1 (1-888-442-4551).

Those using any military and/or veteran education benefits are also strongly encouraged to contact one of Davenport’s Military & Veteran Admissions Counselors at 1 (855) 382-3446. Speaking with a Military & Veteran Admission Counselor is especially important for those who will be using any chapter of the GI Bill or military Tuition Assistance (TA).

Current military and veterans should have transcripts and/or documentation of all prior military training and experience sent directly to the Registrar’s Office for evaluation and possible awarding of University credit.

**Noncollegiate Credit Options**

The University will grant credit for the following nontraditional credit options under prescribed conditions. Students should consult an Advisor or the Registrar’s Office for additional guidelines and procedures.

**Advanced Placement Exams (AP)**

The University will, under prescribed conditions, grant credit for the Advanced Placement Exams (AP) subject examinations that are administered by the College Board.

**College Entrance Examination Board (CEEB)**

Advanced credit will be granted when the student earns qualifying scores on the Advanced Placement tests of the College Entrance Examination Board.

**College-Level Examination Program (CLEP)**

The University will, under prescribed conditions, grant credit for the College-Level Examination Program (CLEP) subject examinations that are administered by the College Board.

**Corporate/Noncollegiate Training**

Based on the recommendation of the National Program on Noncollegiate Sponsored Instruction and/or the American Council on Education (ACE), credit may be granted for educational programs sponsored by noncollegiate organizations (labor, government, business, associations, private training organizations).

**Corporate/Noncollegiate Training**

Based on the recommendation of the National Program on Noncollegiate Sponsored Instruction and/or the American Council on Education (ACE), credit may be granted for educational programs sponsored by noncollegiate organizations (labor, government, business, associations, private training organizations).

**DSST (formerly DANTES) Examination Program**

The University will, under prescribed conditions, grant credit for the DSST Examination Program that is administered by the Educational Testing Service.

**International Baccalaureate (IB)**

The University will, under prescribed conditions, grant credit for the International Baccalaureate (IB) program when qualifying scores are achieved.

**Military Service Training**

The University recognizes learning gained from specialized training and experiences in the military service. A timely evaluation will be done using the American Council on Education’s (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Credits will be applied to the student’s degree program as substantiated by appropriate military records submitted to the Registrar’s Office.

**Proficiency Examination Program (ACT-PEP)**

The University will, under prescribed conditions, grant credit for the Proficiency Examination Program (PEP) examinations that are administered by the American College Testing Program (ACT).

**Servicemembers Opportunity Colleges (SOC)**

The University is an institutional member of SOC and meets all SOC criteria in awarding degrees to servicemembers and veterans. Students should contact the Registrar’s Office for further information.
Professional Certifications/Licenses
Credit may be granted upon receipt of certain professional certifications/licenses. Those who feel this may apply should consult an Advisor or the Registrar’s Office for additional information.

**College of Business Credit for Professional Certifications**

**AMERICAN INSTITUTE OF BANKING (AIB)**
- AIB Principle of Finance: FINC220 Money and Banking: Treasury Management Focus
- AIB Analyzing Financial: General Finance Credit
- AIB Financial Accounting: ACCT200 Accounting Basics for Managers

**AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS**
- Certified Bookkeeper: ACCT201 Accounting Foundations

**AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY (APICS)**
- Certified in Integrated Resource Management (CIRM):
  - Certified Resource Improvement Manager
  - Delivering Products and Services: MGMT413 Supply Chain Mgmt Paired with: Enterprise Concepts & Fundamentals
  - Designing Products and Proc.: 3 Business elective credits Paired with: Identifying and Creating Demand
  - Integrated Enterprise Mgmt: 2 Business elective credits
- Certified in Production and Inventory Control (CIPM):
  - Certified Production and Inventory Manager: MGMT413 + 2 Business elective credits
  - Basics of Supply Chain Mgmt: MGMT413 Supply Chain Mgmt
  - Detailed Scheduling and Planning: 2 Business elective credits
  - Execution and Control of Operations: 2 Business elective credits
  - Master Planning of Resources: 2 Business elective credits
  - Strategic Mgmt of Resources: MGMT413 Supply Chain Mgmt

**AMERICAN SOCIETY FOR QUALITY**
- Certified Quality Manager: MGMT412 + 5 Business elective credits
- Certified Quality Auditor: MGMT412 Quality Management
- Certified Quality Improvement Assoc.: MGMT412 Quality Management
- Certified Quality Engineer: MGMT412 Quality Management
- Certified Quality Technician: MGMT412 Quality Management

**FINANCIAL INDUSTRY REGULATORY AUTHORITY**
- Investment Company Products/Variable Contract: FINC215 Investment Planning
- Representative Qualification: FINC222 Behavioral Finance
- Exam (Series 6): FINC230 Financial Planning and Insurance
- Exam: FINC301 Retirement Plan/Employee Benefits

**H & R BLOCK**
- H & R Block Income Tax Course: ACCT315 Federal Taxation I

**JACKSON-HEWITT TAX SERVICE**
- Jackson-Hewitt Basic Income Tax Courses (BIT1-3)

**HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) (FOUNDED BY SHRM)**
- Professional in HR (PHR): HRMG213 Human Resource Mgmt
- Senior Professional in HR (SPHR): HRMG213 Human Resource Mgmt
- Global Professional in HR (GPHR): HRMG350 Training for Organizations

**INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS (JAMES MADISON UNIV.)**
- Certified Manager Certification (CM): MGMT211 Management Foundations

**INSTITUTE OF SUPPLY MANAGEMENT**
- Certified Purchasing Manager: MGMT413 + 6 Business elective credits
- Accredited Purchasing Professional: MGMT413 + 1 Business elective credit

**INSTITUTE OF FINANCIAL EDUCATION (IFE)**
- The University will grant transfer credit for appropriate IFE courses.

**College of Technology Credit for Professional Certifications**

**ADOBE**
- Adobe Certified Associate (ACA) Exams
- Adobe CS Design Master (ACE) Exams
- Adobe CS Web Master (ACE) Exams
- Adobe CS Video Master (ACE) Exams

**COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION (COMPTIA)**
- CompTIA A+:
  - NETW101 PC Operating Systems
  - NETW201 PC Maintenance and Management
- CompTIA Server+:
  - NETW101 PC Operating Systems
  - NETW220 Data Communications and Networks
- CompTIA Network+:
  - NETW217 Unix Operating System
  - NETW235 UNIX/LINUX Server Administration
- CompTIA Security+:
  - IAAS221 Security Foundations or
  - IAAS224 Implementing Network Security
- CompTIA Strata:
  - CISP112 Applied Information Technology
### CISCO CORPORATION

<table>
<thead>
<tr>
<th>Network Certification</th>
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<tbody>
<tr>
<td>CCENT</td>
</tr>
<tr>
<td>Cisco Certified Network Administrator (CCNA Routing and Switching)</td>
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<tr>
<td>Cisco Certified Network Administrator (CCNA Security)</td>
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<tr>
<td>Cisco Certified Network Administrator (CCNA Voice)</td>
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<tr>
<td>Cisco Certified Network Professional (CCNP)</td>
</tr>
<tr>
<td>Cisco Certified Internet Expert (CCIE) Routing &amp; Switching</td>
</tr>
</tbody>
</table>

*This list does not include all possible Cisco certification. Please submit any that you have earned for evaluation at time of admission to the University.

### INTERNATIONAL COUNCIL OF E-COMMERCE CONSULTANTS (EC COUNCIL)

<table>
<thead>
<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Ethical Hacker (CEH) 312-50</td>
</tr>
<tr>
<td>Certified VoIP Professional (ECVP) 312-78</td>
</tr>
<tr>
<td>Disaster Recovery Professional (EDR) 312-76</td>
</tr>
<tr>
<td>Network Security Administrator (ENS) 312-38</td>
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</tbody>
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### INTERNATIONAL INFORMATION SYSTEMS SECURITY CERTIFICATION CONSORTIUM (ISC)²

<table>
<thead>
<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Systems Security Professional (CSSP)</td>
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### INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

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<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Professional Secretary (CPS)</td>
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<tr>
<td>Certified Administrative Professional (CAP)</td>
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### MICROSOFT CORPORATION

<table>
<thead>
<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Administering Windows Server 2012 70-411</td>
</tr>
<tr>
<td>Configuring Advanced Windows Servers 2012 70-412</td>
</tr>
<tr>
<td>Installing and Configuring Server 2012 70-410</td>
</tr>
<tr>
<td>MOS: Access 2013 Exam 77-424</td>
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<tr>
<td>MOS: Access 2010 Exam 77-885</td>
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<tr>
<td>MOS: Excel 2013 Expert Exam 77-427 and 77-428</td>
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<tr>
<td>MOS: Excel 2010 Expert Exam 77-888</td>
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<tr>
<td>MOS: PowerPoint 2013 Exam 77-422</td>
</tr>
<tr>
<td>MOS: PowerPoint 2010 Exam 77-883</td>
</tr>
<tr>
<td>MOS: Word 2013 Expert Exam 77-425 &amp; 77-426</td>
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</tbody>
</table>

### ORACLE

<table>
<thead>
<tr>
<th>Certification</th>
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</thead>
<tbody>
<tr>
<td>Oracle Certified Java SE 6 Programmer</td>
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<tr>
<td>Oracle Certified Java SE 7 Programmer</td>
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### PROFESSIONAL MANAGEMENT INSTITUTE (PMI)

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<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Project Management Professional (PMP) Certification</td>
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### VMWARE

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<tr>
<th>Certification</th>
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</thead>
<tbody>
<tr>
<td>VMware Certified Professional on VSphere</td>
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</table>

### WORLD ORGANIZATION OF WEBMASTERS (WOW)

<table>
<thead>
<tr>
<th>Certification</th>
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</thead>
<tbody>
<tr>
<td>190-101 Web Designer Apprentice</td>
</tr>
<tr>
<td>Certified VoIP Professional (CWDSA-Apprentice)</td>
</tr>
</tbody>
</table>

*Please check with an Advisor for complete details on industry certifications and equivalent College of Technology courses.

Note: all certifications must have been earned within the last three years prior to articulation.

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**College of Health Professions Credit for Professional Certifications**

<table>
<thead>
<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Healthcare Technology Specialist (CHTS)</td>
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<tr>
<td>Certified Coding Associate (CCA)</td>
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<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Coding Specialist (CCS)</td>
</tr>
<tr>
<td>Certified Coding Specialist – Physician based (CCS-P)</td>
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</tbody>
</table>

**AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)**

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<tr>
<th>Certification</th>
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<tbody>
<tr>
<td>Certified Coding Associate (CCA)</td>
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<td>Certified Coding Specialist – Physician based (CCS-P)</td>
</tr>
</tbody>
</table>

*This list does not include all possible Microsoft certification. Please submit any that you have earned for evaluation at time of admission to the University.

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**Davenport University**

[BACK](davenport.edu)
It the student has completed equivalent courses and course descriptions are submitted for evaluation; the following courses may also be awarded:

- HINT203 Health Care Delivery Systems
- HINT209 Quality Assurance Health Care
- HINT297 HIT Coding Professional Practice Experience (Lecture)
- HINT297L HIT Coding Professional Practice Experience (Lab)

+ Students may also submit AMRA American Medical Records Association’s Accredited Records Technician (ART) Certification. Credit is evaluated based on the age of the initial certification. A current annual membership and/or documented work experience must also be submitted. If a student possesses RHIT or ART certifications they are not eligible to complete the HIT associate’s degree and should pursue the HIM bachelor’s degree.

### Orientation and Assessment

Orientation at Davenport University is the final step in the admission process and is designed to seamlessly transition all new students to Davenport University. Whether a student attends a virtual or in-seat orientation, Davenport University policies, resources and expectations are outlined. All information regarding orientation including registration can be found at www.davenport.edu/orientation.

2015 high school graduates attending the W.A. Lettinga Campus must attend an in-seat orientation held during the summer months. Adult, Transfer and Non-Lettinga students are strongly encouraged to attend a separate orientation offered only once on every Davenport University campus prior to the start of Fall and/or Winter semesters. Adult, Transfer and Non-Lettinga students are strongly encouraged to attend their respective orientation; however, if they are unable to attend, they must complete the virtual orientation found at www.davenport.edu/orientation prior to the first day of class.

### University Fees and Expenses

#### Admissions Fees:

- Application Fee (undergraduate and graduate), non-refundable: 25.00
- Application Fee (international undergraduate and graduate), non-refundable: 50.00
- I-20 Processing Fee: 100.00
- Counseling No Show Fee: 20.00
- Deferred Payment Fee: 50.00
- DU Competency Exams: 100.00
- Exams for Credit Fee: 100.00
- Exam Proctoring Fee (DU Student): 15.00
- Exam Proctoring Fee (Non-DU Student): 30.00
- ID Card Replacement Fee: 25.00
- Internship Management and Authorization Fee: 25.00
- Judicial Fee: Alcohol or other Drug Education: 100.00
- Judicial Fee: Alcohol or other Drug Counseling: 300.00
- Judicial Fee: Non-Compliance: 25.00
- Late Registration Fee: 70.00
- Nursing Assessment Admissions Exam: 60.00
- Parking Pass Replacement Fee: 25.00
- Prior Learning Assessment (PLA) Fees: 125.00
- PLA Application Fee (per course): 125.00
- Registration Fee (per semester): 185.00
- Returned Check Fee: 50.00
- Student Activity Fee (per semester): 100.00
- (W.A. Lettinga Campus only) 25.00
- Technology Fee (per semester): 95.00
- Transcript Fee (per copy): 10.00
- **Total:** 950.00
Admission to Online Programs

Davenport University online course offerings provide an interactive, technology-based learning environment as another educational option to meet students' unique learning and lifestyle needs.

Students use the power of the Internet to accelerate their pace of learning. Online courses provide an excellent solution to round out student schedules and allow learning and knowledge sharing from a distance.

All Davenport University online courses are of the same high quality as in-seat courses. Students may earn their entire graduate or undergraduate degree online, or they can pursue a few courses to update their skills and become more marketable.

What to Expect

Online learning uses technology to bring quality education to students needing a high degree of flexibility in their schedules or to those who have limited access to higher education in their communities. Through the use of the Blackboard classroom students will link with faculty members as well as fellow students in their classroom. Here is an idea of what to expect:

Assignments

Courses may include a broad range of assignments depending on the learning objectives for the course. Assignments include discussion boards, team projects, papers, journals, and simulations.

Discussions

Any time day or night, students can participate in the online discussions with fellow students and their instructor. Through the use of Collaborate students can create real-time opportunities to work with other students.

Academic Expectations

Online course work at Davenport University relies heavily on written communication, teamwork and problem-solving skills. In addition, minimum computer skills such as understanding how to set up a file system on your computer, knowledge of different browsers for the Internet, and the availability of high-speed internet is necessary. Also, computer skills employed in email functions, word processing, and excel, are necessary. It is vital that students have these basic skills and understandings prior to enrolling in an online course.

Students are strongly encouraged to actively participate in the virtual classroom 2-4 times a week to accomplish the course goals and assignments. In courses where there is a need to practice basic skills or master new concepts more time may be necessary. Each credit hour requires, at a minimum, the same amount of work as required in a traditional lecture course. The amount of time required for each course is determined by the amount of work required to satisfactorily meet intended learning outcomes. Students may determine which days and times of day they attend their course(s). It is expected that students meet assignment deadlines established in advance by the instructor. Students will receive frequent feedback through the course or by course email.

Getting Started

Applying

Students who have never attended Davenport University may apply for admission by completing the University application at any Davenport University campus or by applying online at www.davenport.edu/apply.

Scheduling Courses

Once admitted to Davenport University (or if currently enrolled at Davenport University), students may schedule online courses, either on campus with an Academic Advisor or online.

Preparing for Class

Online Course Orientation

Students should prepare for online courses by viewing the online tutorial at www.davenport.edu/global-campus/online-student-orientation, attending their instructor's orientation and asking questions in the first week to clarify any assignments or issues.
Purchasing Textbook/Course Material
Students should purchase all online course materials through the online bookstore service, Akademos. Materials are available approximately 30 to 45 days before the start of courses and will be delivered directly to the student.

Students can order books online, by mail, or by toll-free fax or phone. Visit http://davenport.textbookx.com or call Akademos at (800) 887-6459 for more information.

Students should order their books at least 10 days before the start of the course.

Students who have financial aid and have excess funds allowing them to purchase textbooks should allow 24 hours for the textbook voucher to appear in the Akademos system.

Some online course sections will be utilizing E-Books embedded in the course. The course description reflects the book fee that will be included when tuition and fees are assessed.

Course Access
The earliest that students can access their online course(s) is two days before the start of the semester or session.

Technical Support
Technical Support is available at (877) 899-1499 ext. 1200. Hours of operation (EST): Monday - Friday 7:00 a.m. - 10:00 p.m., Saturday 8 a.m. - 4:00 p.m., Sunday 12 noon - 8:00 p.m.

For additional information, visit the Davenport University Online website at http://www.davenport.edu/davenport-university-online or call (800) 322-3984 ext. 1212.

Online Programs
Davenport University is accredited to offer complete degrees online. Entire programs offered online are noted at http://www.davenport.edu/global-campus.

Davenport Online Technology Requirements
Students planning to take online courses must meet the following technology requirements:

Use Your Own Computer
Davenport University strongly suggests students use their own computers, but have a backup in case their primary computer cannot be accessed. Alternate sources include the Davenport University Libraries, friends, family, the public library or any other reliable sources of access to the Internet. Students should plan to participate in the virtual classroom up to five days a week.

Minimum Skill Set
Students should be able to perform at least the following skills:
- Send and receive email
- Work with word processing and spreadsheet programs
- Work with files and folders
- Copy and paste items
- Search and navigate Internet sites

Meet Hardware and Software Specs
To work most effectively with online courses, a student’s computer system must meet certain hardware and software specifications. To see the most up-to-date online requirements, visit http://www.davenport.edu/global-campus. Please note that certain courses will require students to have additional software.

Use an Anti-virus Program
Davenport University highly recommends that the student’s computer have—and constantly run—an effective anti-virus program.
FAFSA: An Important First Step

To determine most equitably the distribution of funds for financial aid, Davenport University requires all students applying for assistance to complete a Free Application for Federal Student Aid (FAFSA). This is a federal government form and it establishes eligibility for assistance from federal and state governments as well as from Davenport University. The FAFSA is free, and a student should never be asked to pay a fee to complete the FAFSA. To be eligible for financial aid, students must be citizens of the United States or eligible non-citizens and must be seeking a degree or certificate in a program that is at least 24 semester credits and 30 weeks (two semesters) in length. Students enrolled in shorter programs, in programs leading to specialty certificates, or in other specially designed series or groups of courses are generally not eligible for financial aid. Students must also meet standards of academic progress in their courses of study to maintain eligibility. Students must complete the FAFSA each academic year to determine continued eligibility for most programs. Audited classes cannot be used to determine eligibility for financial aid. The Davenport website (davenport.edu) has information about financial aid resources and the financial aid process. In addition, financial aid counselors are available at most Davenport campuses to meet with students.

Determination of Awards

Most aid dollars are awarded on the basis of a congressional formula that measures each family’s ability to pay college expenses. The formula takes into account factors such as family income and assets, family size, retirement needs of parents, student’s earnings and savings, and number of children in college. The “fairness” of the formula is continually reviewed and alterations frequently occur to ensure that the results represent a realistic measurement of each family’s ability to make college expense payments.

The financial need equation is as follows:

\[
\text{Total College Expenses (Direct and Indirect Costs)} - \text{Expected Family Contribution} = \text{Financial Need (Aid Eligibility Maximum)}
\]

(See the Davenport website for current tuition, fees and Financial Aid information.)

The expense budget is set by the University and reflects modest indirect costs (books, travel, and personal expenses) beyond the standard tuition, fees, room, and board charges. A student’s financial need figure results from the difference between “Total College Expenses” and the “Expected Family Contribution.”

Student Financial Aid Rights and Responsibilities

The Financial Aid Office staff is committed to assisting students in understanding the student financial aid programs and policies. Knowing these rights and responsibilities puts students in a better position to make decisions about educational goals and how to achieve them.

Students have the responsibility to know about and do the following:

- Be enrolled in an eligible program leading to a degree or diploma before receiving federal aid
- Complete all applications accurately and submit them on time to the correct place
- Be aware of and comply with the deadlines for application or reapplication for financial aid
- Return, in a timely manner, all additional documentation, verification information, corrections, and/or new information requested by either the Financial Aid Office, Michigan Student Scholarships and Grants, or the agency to which the application was submitted
- Be aware of the school refund, standards of academic progress, and withdrawal policies as found in this school catalog, schedules, and financial aid notifications
- Be aware that no adjustments to charges—tuition, fees, books, etc.—are made for students who stop attending without official notice of withdrawal made to Advising (see specific refund grids published each semester)
- Be aware that withdrawal from all classes before the 60% point in time of the semester/session requires the University to calculate an amount to be returned to the federal aid programs
- Be aware that if the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University, or the student, or both are required to return some portion of federal aid to the federal government
- Understand that at the end of every semester, for students who withdrew unofficially from the University (that is, stopped attending before the end of the semester), a calculation of return of federal funds may be required, if their documented last day of attendance, as reported by the faculty, is before the 60% point in time of the semester/session
- Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)
Contact the Financial Aid Office for additional information.

Description of Financial Aid Programs and Services

Federal Gift Aid

Federal Pell Grant
Gift assistance based on need awarded through the federal government. The amounts range from approximately $602 to $5,730, based on appropriations. Students must apply by filing the FAFSA.

Federal Supplemental Educational Opportunity Grant
Students must apply for this federal gift assistance by filing the FAFSA. Preference is given to those applicants with exceptional financial need. The amounts range from $100 to $4,000 maximum for each school year.

State of Michigan Gift Aid
The awards through these programs are contingent on funding set by the State Legislature. If the State reduces or eliminates the award, students will be responsible to pay the balance. Davenport will provide updates via the DU Hub throughout the year as new information comes from the State government.

Michigan Tuition Grant*
Michigan residents are awarded Michigan Tuition Grant solely on the basis of need and is available only at independent Michigan colleges and universities. Students must apply by completing the FAFSA before July 1, although the priority deadline is March 1. No minimum grade point average is required but students must meet standards of academic progress. Students enrolled at least half-time are eligible if need is established. Eligibility is limited to 10 semesters. Students must reapply each year. Michigan residency is required from July 1 of the year before enrollment. Award amounts range up to $1,400 per year.

Michigan Competitive Scholarship*
The Michigan Competitive Scholarship program is based upon the ACT test students take in high school and demonstrated financial need. Students must apply by completing the FAFSA before the priority deadline of March 1. Awards range up to $1,400 per year. Eligibility is limited to 10 semesters. Students enrolled at least half-time are eligible if need is established. Michigan residency is required from July 1 of the year before enrollment.

Tuition Incentive Program (TIP)*
Davenport University fully participates in the Tuition Incentive Program (TIP) administered through the Michigan Student Scholarships and Grants. This program was designed to promote high school completion by providing assistance for tuition and fees to eligible lower-income students enrolled in a certificate or an associate degree program.

To qualify, students must fulfill the following conditions:
1. Be a U.S. citizen or resident alien and resident of the state of Michigan.
2. Be identified as Medicaid eligible by the Michigan Department of Human Services.
3. Have completed high school requirements before reaching 20 years of age.
4. Be enrolled at least half-time during the academic year and pursuing a certificate or an associate degree.
5. Must complete the acceptance form mailed to them before graduation from high school.
6. Initiate enrollment at a participating college within four years after high school graduation or GED completion. All benefits must be used within 10 years after high school graduation or GED completion.

Eligible students may qualify for funding through the TIP program. Those interested should contact the Financial Aid Office for additional information or call the TIP information number at (888) 447-2687.

*All Michigan awards are contingent on budgeted appropriation and funds available.

Student Employment

During the academic year, Davenport University students may hold part-time jobs on campus or off-campus at community service organizations. These positions are funded by institutional monies and the Federal Work-Study Program. Open work-study positions will be posted on PantherJobs. The average workload varies by position. Students are paid on a biweekly basis as wages are earned. Eligible students must demonstrate financial need through the FAFSA, and are encouraged to apply for a student employment position on PantherJobs. If you are unsure of your eligibility for work-study funds, you will be advised of such eligibility during the hiring process. Students may also contact the Financial Aid Office or visit Career Services to request an eligibility check and start the employment process. Off-campus employment may be
non-need based and is coordinated through the Career Services Office at your campus.

**Educational Loan Programs**

Davenport University participates in the Federal Government’s Direct Lending program for student loans. Repayment does not begin until six months after graduation, withdrawal from the University, or dropping below six credit hours of enrollment, whichever comes first. Before deciding whether to accept a loan, students should carefully read the section below, which describes the loan that may be offered. Davenport University urges students not to accept a loan for an amount larger than absolutely necessary and encourages them to consider both part-time employment and reducing personal expenses as a means of keeping aggregate loan debt to a minimum. If students do not complete the loan period, they may no longer be eligible for the entire loan amount.

The University requires online entrance interviews for all first-time Davenport University borrowers.

The University will provide exit counseling materials to all federal loan borrowers that drop below half-time attendance, to explain their repayment options and responsibilities. The maximum aggregate debt for an undergraduate student is $31,000 for a dependent student and $57,500 for an independent student. This amount is a combination of subsidized and unsubsidized loans. The subsidized amount by itself cannot exceed $23,000.

**PROGRAMS LESS THAN ONE YEAR IN LENGTH**

For certificate and diploma programs that are less than one academic year in length (24 semester credits), loan eligibility is reduced. Please contact the Financial Aid Office for more information about your specific program of interest.

**TRANSFER STUDENTS/PRIOR ATTENDANCE**

When a student begins attendance at Davenport University after having attended another postsecondary institution within the last calendar year, his or her student loan eligibility may need to be reduced, based on the amount borrowed at the prior institution(s). Please contact the Financial Aid Office for more information.

**Federal Direct Subsidized Loan**

The Federal Direct Subsidized Loan is an educational loan for students enrolled at least half-time. Financial need is a requirement. The maximum loan amount for freshmen is $3,500; for sophomores, it is $4,500. The maximum for juniors and seniors is $5,500. For loans disbursed on or after July 1, 2013, the interest rate is fixed at 3.86% for undergraduate borrowers. Interest rates change annually effective each July 1st. Repayment normally begins six months after half-time enrollment ceases. The standard length of the repayment period is 10 years; this can be extended to 25 years for qualifying students.

**Federal Direct Unsubsidized Loan**

Students who may not qualify for a Federal Direct Subsidized Loan or who qualify for only a partial Federal Direct Subsidized Loan may qualify for educational loans not based on financial need, such as the Unsubsidized Direct Stafford Loan. The same terms and conditions as for the Federal Direct Subsidized Stafford Loan. The same terms and conditions as for the Federal Direct Subsidized Stafford Loan. The same terms and conditions as for the Federal Direct Subsidized Stafford Loan. The same terms and conditions as for the Federal Direct Subsidized Stafford Loan.

Depending upon their eligibility, students might receive both Subsidized and Unsubsidized Direct Stafford loans totaling up to the applicable loan limit. Dependent students may borrow an additional maximum of $2,000 per loan period. Independent students may borrow an additional maximum of $6,000 as freshmen or sophomores. The maximum for independent juniors and seniors is $7,000.

**Federal Direct PLUS Loan**

PLUS loans are educational loans not based on financial need that are available to parents of dependent students who have no adverse credit history. Parents may borrow up to the maximum cost of education minus estimated financial assistance per dependent at a fixed rate of interest of 6.41%. Repayment begins within 60 days after the final loan disbursement is made. Under some circumstances, parents may postpone payment of principal and interest through deferment or forbearance. In a standard repayment plan, parents may have up to 10 years for repayment.

**Other Loan Information**

**Alternative Loans**

Many alternative educational loans are available. Davenport provides a list of possible lenders which are not preferred lenders but are lenders that Davenport University students have chosen to use for private loans. These lenders include (in alphabetical order): 5/3 Educational Lending, Charter One, Chase, CUSstudentloans.org, Discover Student Loans, PNC Bank, Sallie Mae, Studentchoice.org, Sun Trust, Wells Fargo. These are consumer loans, not federal aid, and may have income requirements and credit checks. Contact the Financial Aid Office for more information on alternative loans.

Davenport provides this list of private lenders for informational purposes only, students have the right to choose any lender who participates in alternative student loans.

**Default and Overpayments**

Students who owe an overpayment or are in default on any Federal Loan, which includes Guaranteed Student, Stafford, SLS, PLUS, NDSL, or Perkins loans, will be denied financial aid. The University also has the right to deny admission to any student who is in default on any Federal Loan.

**Financial Aid Services**

Many scholarship search services are available online. Davenport has compiled a number of web links and information about agencies that provide information about financial aid. This information is under the “Other Resources” heading in the financial aid section of the Davenport website. Students may link to this page through the University’s website (davenport.edu). Students should be very careful using online search engines and perform due diligence whenever using online searches so as to protect their identity. There are many free search options so students should never pay for scholarship searches or applications. Students should also thoroughly research any scholarship agency to judge its legitimacy.

**Financial Aid Standards of Academic Progress**

Undergraduate students are required to make satisfactory academic progress toward their degree or certificate. All withdrawals, incompletes, and repeat course work are taken into consideration.
The student’s appeal must include the following:

1. The reason why the student failed to meet the SAP standard(s) AND
2. What has changed in the student’s situation so that he or she will now be able to meet the SAP standards AND

If an appeal is granted and financial aid is reinstated, the student will receive aid on either a Probation or Academic Plan status. A student on Probation is required to regain SAP standing by the end of the probationary semester; the terms of the probation will be included in the notice to the student when the appeal is granted.

If a student cannot regain SAP standing by the end of one semester, the student will be placed on Academic Plan status. The terms of the Academic Plan will be included in the notice sent to the student when the appeal is granted, and may include 100% completion (no W or F grades) and a specified minimum semester GPA. The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe.

Student progress will be reviewed every semester while on Academic Plan; if a student fails to meet the requirements of the Academic Plan, he or she will become ineligible for financial aid.

Students will generally be limited to two appeals during the course of their education at Davenport, regardless of the reason or other circumstance. If a student regains SAP status, he or she regains the ability to submit up to two appeals. A third appeal may be permitted for students who have stopped out for a minimum of three years.

**Financial Aid Verification Policy and Procedures**

The Department of Education defines “verification” as a process where your school confirms the data reported on your FAFSA. Federal regulations provide Davenport University both the authority and the responsibility to contact you for documentation that supports income and other information that you reported. Schools are required to verify selected student information prior to disbursing aid.

Students are expected to provide required documentation of certain items at the time of application. Normally this documentation should be submitted within one to two weeks of the request. However, sometimes it is necessary to contact outside sources, which could result in additional delays. Financial aid will not be awarded until all of the required documentation is reviewed by the Financial Aid Office. Since funds are limited, students may stand to lose access to some funds, such as institutional scholarships/grants and some state and federal programs, if documentation is not submitted promptly.

It is Davenport University’s policy to provide students (either in person, by mail, online, or by email) with a clear understanding of the forms and other documentation needed to verify their applications. This documentation may include, but is not limited to, federal income tax transcripts and other nontaxable income source documents, statement of child support paid, copy of food assistance award letter, proof of high school completion, proof of identity, signed statement of academic intent. If students are unsure of what is needed, they should contact their financial aid counselor for further explanation until all matters are resolved.

If students’ submitted data fails to meet requirements, the Financial Aid Office staff will contact the students, either through a

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**Academic Plan**

The Department of Education defines “Academic Plan” as a process where your school compares the data reported on your FAFSA with any data it already has on file. Federal regulations provide Davenport University both the authority and the responsibility to contact you for documentation that supports income and other information that you reported. Schools are required to verify selected student information prior to disbursing aid.

Students are expected to provide required documentation of certain items at the time of application. Normally this documentation should be submitted within one to two weeks of the request. However, sometimes it is necessary to contact outside sources, which could result in additional delays. Financial aid will not be awarded until all of the required documentation is reviewed by the Financial Aid Office. Since funds are limited, students may stand to lose access to some funds, such as institutional scholarships/grants and some state and federal programs, if documentation is not submitted promptly.

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If students’ submitted data fails to meet requirements, the Financial Aid Office staff will contact the students, either through a
letter to the address on record or by telephone or email. Students can also review account information by logging into the Student Connection. (If corrections must be made to the application, it is necessary for the student and his or her parents [if applicable] to sign the appropriate documents and resubmit them for correction and/or evaluation.) After the verification procedures are complete, students will receive notification confirming the file meets federal, state, and institutional standards of accuracy.

Final awards are not made until the verification process is complete.

Davenport University is required by federal regulation to make referrals to the U.S. Office of Inspector General if it is suspected that aid was requested under false pretense. Davenport University takes very seriously the proper stewardship of federal funds and will cooperate with government agencies in the prosecution of students who were found to have provided falsified data. If during verification an overpayment situation does occur, the University will make every effort to collect the overpayment. However if it is not collected, the University may refer the case to the U.S. Office of Inspector General if more than $25 is involved.

Academic Year
Davenport University defines the academic year as two semesters, generally fall and winter. The spring/summer semester is optional for students and will be added to the end of an academic year.

Disbursement of Financial Aid
Most financial aid is directly credited to the student’s account each semester. The credit will appear when aid is disbursed to the student account at the beginning of the second week of each semester/session. Funds will not be credited until all requested documentation is received and verified. Federal Direct Loan disbursements are made the beginning of the fourth week of the semester/session. Alternative loans are sent directly to the University through electronic fund transfers, if the disbursement is by check, prompt endorsement of the loan check is necessary.

Campus employment earnings are paid directly to the student and not credited to the student’s account. Any financial aid monies credited to the student’s account not needed for direct institutional charges will be refunded to the student, according to federal regulations. Any credit balances remaining on the account at the end of a semester will be refunded, provided that the student has successfully completed the semester (i.e., not completely withdrawn from the University or dropped to less than half-time status during the semester).

Financial aid and outside awards are applied to the student’s account in the following order:

1. Federal and state grant aid is applied first.
   a. MTG/MCS is applied to the tuition balance only.
   b. Federal Pell and Federal Supplemental-Grant funds are applied next and may be used to cover campus housing and/or fees or books.
2. Other outside funds, such as Vocational Rehabilitation, agency funding, or BIA awards, are applied after other grant aid. Generally such agencies are billed for the tuition due after all other grant aid has been applied to the student’s account.

(Some outside awards may have restrictions, such as covering only tuition and books.)

3. Most institutional scholarships/grants have both per semester and annual limits (details available on the Davenport website) and are applied to a student’s account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. External scholarships (e.g. Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

4. Tuition grants given by the University are applied after all other grants and scholarships are applied to charges. A student may receive a grant or an institutional scholarship, not both. The student will be awarded a grant or the scholarship, whichever is most beneficial to the student.

5. Student loans are applied to cover any remaining balance on the student’s account as they are received and properly endorsed, if applicable.

Note: If an outside funding agency specifically requests a different order of application, the Bursar’s Office must receive written confirmation from the agency before authorizing an exception.

To all students and parents: If you give Davenport University written authorization (1) to use Title IV federal student aid funds to pay for charges other than tuition and fees, such as books, and/or (2) to hold any financial aid funds in excess of the current semester charges on account to be applied to subsequent semester charges, that authorization will be valid during the students’ enrollment at Davenport University. Authorization can be cancelled or modified at anytime, but will not be retroactive.

Davenport University will credit the amount of a refund due to the student against the amount of unpaid charges or non-institutional charges owed to the University.

Any interest earned on funds held on account is retained by the University. For further information, contact the Bursar’s Office at 6191 Kraft Ave. SE, Grand Rapids, MI 49512.

Repeat of Courses
Financial aid may be used for one repeat of a previously passed course. A financial aid counselor can assist students with determining if a repeated course is eligible for aid.

Financial Aid History
Davenport University may need to obtain financial aid history information for any college(s) attended during the current award year, before disbursing financial aid. This information is obtained from the NSLDS (National Student Loan Data System) and can also be viewed by the student at nslds.ed.gov.
Student Classification

- Freshman: 0-30 credits
- Sophomore: 31-60 credits
- Junior: 61-90 credits (enrolled in bachelor’s program)
- Senior: 91+ credits (enrolled in bachelor’s program)

Enrollment Status

Many aid programs prorate according to a student’s enrollment status. The status is determined by the number of credit hours in which a student is enrolled in the semester. For undergraduate students, enrollment status is as follows:

- Full-time = 12 credits or more per semester
- Three Quarter Time = 9-11 credits per semester
- Half Time = 6-8 credits per semester
- Less Than Half Time = 3-5 credits per semester

Tuition Refund, Repayment, and Withdrawal Policy

Official notice of all withdrawals, failure to attend or schedule changes (including no attendance in any class(es)), must be made in writing or in person to Advising. If you do not submit formal schedule changes, withdrawals, etc. in person or in writing to your advisor, you will be fully charged and not eligible for a tuition refund.

How Are Tuition Refunds Calculated?

Refunds are calculated based on the day you submit written or in-person notice to your DU advisor. The date of official notice is used to calculate your refund amount, which is pro-rated. No refunds will be given without submitting written or in-person notice.

When will I Receive My Tuition Refund?

Refunds, if applicable, will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course only. Fees, room, board, and books are nonrefundable.

Can Tuition Refunds be Applied to New Classes?

If you are eligible for a refund and are not withdrawing from DU, you may want to have the full tuition amount (that was paid with personal funds) credited against tuition charges for future semesters. If you choose to use the credit for an upcoming semester, you must submit a written request to the Bursar’s Office via email at refunds@davenport.edu. You will not receive a refund to your Panther OneCard or personal bank account, but your full tuition credit as described will apply toward another DU class(es).

What if I Disagree with a Refund Denial?

If you believe you are entitled to an exception to the refund policy:

- Submit a written appeal to the Bursar through the Davenport website.
- Provide supporting documentation explaining any extenuating circumstances on which the appeal is based. Submit the written appeal within 30 calendar days of the withdrawal date. A written response will be issued within 30 calendar days of the University’s receipt of the appeal.

If You Withdraw and are a Financial Aid Recipient

When a financial aid recipient withdraws from all classes or does not complete all classes for which he or she is scheduled through the 60 percent point in time of the semester, the University calculates an amount to be returned based on the Refund, Repayment, and Withdrawal Schedule. The University calculates the amount to be returned in accordance with applicable federal and state regulations. The financial aid earned by the student before withdrawal is determined by calculating the amount of the semester completed as of the date of official notice of withdrawal. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University or the student, or both, are required to return some portion of federal aid. Late disbursements for which students are eligible are required to be included.

When a student withdraws from current classes but is scheduled in a later-starting class for the semester (usually a session 2 class), he or she will be required to complete an Intent to Attend (ITA) form within one week of withdrawal. If the student does not complete the form or submit it within the required timeframe, his or her later-starting classes will be dropped without charge to the student.

Loan exit counseling is required for all students who have received Federal loans and are no longer enrolled half time or have graduated.

Refund Policy

15 week and 12 week Semesters

When the semester starts on Monday:

- Prior to the first day of class – No Charge
- Between the 1st and 5th day – 10% Charge
- From the 6th through the 12th day – 50% Charge
- From the 13th through the 19th day – 75% Charge
- After the 19th day of classes – 100% Charge

When the semester starts on Wednesday:

- Prior to the first day of class – No Charge
- Between the 1st and 7th day – 10% Charge
- From the 8th through the 14th day – 50% Charge
- From the 15th through the 21st day – 75% Charge
- After the 21st day of class – 100% Charge

For 10 week online sessions and 7 week sessions

When the session starts on Monday:

- Prior to the first day of class – No Charge
- Between the 1st and 5th day – 10% Charge
- From the 6th through the 12th day – 50% Charge
- After the 12th day of class – 100% Charge

When the session starts on Wednesday:

- Prior to the first day of class – No Charge
- Between the 1st and 7th day – 10% Charge
- From the 8th through the 14th day – 50% Charge
- After the 14th day of class – 100% Charge

For 4 week sessions

When the session starts on Monday:

- Prior to the first day of class – No Charge
- Between the 1st and 5th day – 10% Charge
- After the 5th day of class – 100% Charge
When the session starts on Wednesday:
- Prior to the first day of class – No Charge
- Between the 1st and 7th day – 10% Charge
- After the 7th day of class – 100% Charge

Return to Title IV Policy
The amount of the semester students have completed as of the date of withdrawal is calculated by counting the number of calendar days that have elapsed in the semester and dividing that number by the total number of calendar days in the semester. Scheduled breaks of five days or longer are excluded from the calculation. Students who complete a session 1 and then withdraw from all 15 week, 12 week, 10 week, or session 2 classes will be considered a withdrawal for the semester and a federal return calculation will be completed.

The unearned percentage of federal aid is multiplied by the charges for the semester and by the total amount of aid disbursed for the student; the University is responsible for returning the lesser of these two amounts. Students may be required to return any unearned aid less the amount returned by the University.

Federal funds are returned in the following order, both by the University and the student:
- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Pell Grants
- Federal SEOG
- Other federal aid programs

Students will receive a written notice of any federal funds returned by the University. Invoices for any balance owed to the University will be sent out according to Bursar Office policy. Any funds left on account at the University as a credit balance at the time of withdrawal will be used first to satisfy unpaid charges owed the University.

At the end of every semester, students who withdrew unofficially from the University (that is, stopped attending all classes before the end of the semester) may be required to have a return of federal funds calculation performed if the documented last day of attendance, as reported by the faculty, was on or before the 60 percent point in time of the semester/session. The calculation procedures outlined above are then followed, and the student is notified of any federal funds returned on his or her behalf. If it is determined that a student never attended a class or classes, the financial aid will be reduced according to the students revised enrollment status.

No adjustments to charges, tuition, fees, etc. are made for students who stop attending without official notice of withdrawal. An invoice will be sent to students who owe a balance to the University according to Bursar Office policy. Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

Indebtedness
Students who are indebted to the University will not be permitted to reregister or to receive a transcript of record or a diploma until all financial obligations are settled. However, a transcript will be released directly to an employer seeking information on a student who is a prospective employee upon written request from the student.

Davenport University Scholarships
To be eligible for institutional scholarships, applicants must not be in default on any education loan and must maintain financial aid standards of academic progress. In addition, students must file the FAFSA. International students are not required to complete the FAFSA. Upon applying for admission to the University, students are reviewed for DU scholarship eligibility. Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and are applied to a student’s account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student.

Scholarships do not apply to DU Competency Exams, DSST, CLEP, major field test and other competency-granted credits. Campus-specific scholarships may carry additional criteria and policies outlined through individual applications and applicable policies.

Davenport University provides institutional funding for student scholarships based on several factors that include but are not limited to the following: merit, financial need, and/or other published scholarship criteria. All scholarship applicants must meet the following criteria:
- The student must file the FAFSA (excluding international students).
- The student must meet specific criteria and deadline date as required for each scholarship.
- The student must provide the University with all requested information before the scholarship can be awarded.
- The student must maintain standards of academic progress.
- The student must meet a minimum CGPA as specified by the criteria of the scholarships.
- A student who falls below a required CGPA to maintain a scholarship, but meets the requirements of a different scholarship, will receive that new scholarship. A student who has extenuating circumstances can submit a scholarship appeal to the Financial Aid Office.
- The student must be enrolled at least half-time (minimum 6 credit hours) except for the Study Abroad Grants.
- The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used spring/summer (not to exceed the per semester maximum) or annual limit.
- The student must begin using the scholarship within the award year of selection.
- International and online students are considered for all Davenport University institutional scholarships.
A student can receive only one DU institutional scholarship/grant within the award year. If a student qualifies for multiple scholarships/grants, the student will receive the scholarship or grant most beneficial to the student.

Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and can be used to pay for tuition, fees, and books after all federal and state aid (excluding student loans and work-study) have been applied.

External scholarships (e.g., Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

**Institutional Scholarship Appeal Process**

Students may appeal the loss of a renewable scholarship due to the CGPA falling below the minimum allowed by following the process outlined below:

a. Students must submit a written appeal to the Financial Aid Office within 14 days of the end of the semester.
b. Students submitting an appeal must have a CGPA of 2.5 or higher.

c. Students must submit their request in writing. The written request must include the following:
   i. An explanation of the mitigating circumstances
   ii. Documentation that supports the appeal

d. Appeals may be granted based upon the special circumstance related to the lower GPA.
e. Students may appeal the loss of scholarship eligibility once during their enrollment at Davenport University.
f. If students are granted the appeal, they must maintain a semester GPA equal to or higher than the minimum GPA required by the particular scholarship they are receiving. (GPAs will be checked each semester.)
g. The final decision rests with the Financial Aid Office.
h. This policy applies to all institutional scholarship programs that are renewable.

The Financial Aid Office will notify students via email of the loss of a scholarship and opportunity for appeal. The Financial Aid Office will notify students of the granting or denial of the appeal. If the appeal is granted, an email will outline the conditions of the appeal. If the student falls below the conditions of appeal, the Financial Aid Office will send an email explaining the final loss of the scholarship.

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**2015-2016 DAVENPORT UNIVERSITY SCHOLARSHIPS**

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<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
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<tr>
<td>NAME AMOUNT</td>
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<tr>
<td>New students entering directly out of high school</td>
<td>Minimum 2.0 GPA (from high school or transferring institution) Application is required (due December 1st). Recommended enrollment of 12 credit hours per fall and winter semesters, with spring/summer enrollment of 6 credits. Minimum of 6 credit hours per semester required.</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL Students must maintain Standards of Academic Progress</td>
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<td>New adult students</td>
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<tr>
<td>New transfer student</td>
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<tr>
<td>Undergraduate</td>
<td>Students involved in community service and/or activities in support of diversity and inclusion are encouraged to apply.</td>
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**Si Se Puede Cesar E. Chavez Scholarship**

Up to full tuition and fees

| New students entering directly out of high school | Minimum 2.0 GPA (end of junior year) Application is required (due December 1st). Recommended enrollment of 12 credit hours per fall and winter semesters, with spring/summer enrollment of 6 credits. Minimum of 6 credit hours per semester required. | Up to 4 years or bachelor’s degree (whichever is shorter) RENEWAL Students must maintain Standards of Academic Progress |
| New adult students | | |
| New transfer student | | |
| Undergraduate | Students involved in community service and/or activities in support of diversity and inclusion are encouraged to apply. | |

**Martin Luther King Inherit the Dream Scholarship**

Up to full tuition and fees
<table>
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<tr>
<th>STUDENT TYPE</th>
<th>TO QUALIFY</th>
<th>RENEWABLE</th>
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<tbody>
<tr>
<td>Undergraduate</td>
<td>Essay Topic: “How I have demonstrated and plan to demonstrate in my life characteristics espoused by Gerald R. Ford including leadership, civic responsibility, service, ethics, and courage of conviction.” Only 1 scholarship is awarded per year to a new student.</td>
<td>3.60 GPA</td>
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<tr>
<td>President’s Scholarship (Charter Scholarship)</td>
<td>Minimum 3.90 CGPA (end of junior year) OR minimum 31 ACT and 3.0 CGPA OR minimum 1360 SAT (verbal + math) and 3.0 CGPA. A competitive essay is required (due January 15th). Minimum enrollment of 15 credit hours per fall and winter semesters required: optional minimum 6 credits for spring/summer semester. Essay topic: “How will a Davenport education help you achieve your career goals?” Essay should be 500 to 750 words long and will be evaluated based upon the specific career goals, how those goals fit within a program at Davenport and the quality of the writing. The essay plays a primary role in the awarding process. Other factors such as overall GPA, standardized test scores and class rank are considered when making the decision. All candidates are reviewed and essays are read by a committee made up of representatives from Admissions, Faculty and Financial Aid. That committee’s recommendations are reviewed by the Executive Vice President for Enrollment and Student Development and the Executive Director of Admissions. The final decisions are reviewed by the President of Davenport University.</td>
<td>Up to 4 years or bachelor’s degree ( whichever is shorter)</td>
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| Undergraduate | Titanium | 3.40 GPA |

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<th>One of the following must be met for high school students to qualify:</th>
<th>Up to 4 years or bachelor’s degree ( whichever is shorter)</th>
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<tr>
<td>New adult students</td>
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<td>New transfer students</td>
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<td>Undergraduate</td>
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<td><strong>Titanium</strong></td>
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<tr>
<td>Up to $6,000 per year</td>
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<td>Full-time: $3,000 per semester</td>
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<td>% Time: $2,250 per semester</td>
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<td>New adult students</td>
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<td>RENEWAL CGPA (checked at the end of winter semester for awarding for the following academic year)</td>
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<td>New transfer student</td>
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<td>3.20 GPA</td>
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<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Platinum</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to $4,000 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time: $2,000 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>¾ Time: $1,500 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-time: $1,000 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One of the following must be met for transfer students to qualify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Transfer in a minimum of 15 college-level credits AND have a minimum 3.50 CGPA from transferring institution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Proof of membership in Phi Theta Kappa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ BPA or DECA state champion. Must be a current or active member of BPA or DECA club at transferring school and CGPA of 3.0. Note: If you are a national top ten finalist in one of these organizations, contact your admissions representative for additional scholarship information.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New students entering directly out of high school</td>
<td>One of the following must be met for high school students to qualify:</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>New adult students</td>
<td></td>
<td>RENEWAL CGPA (checked at the end of winter semester for awarding for the following academic year)</td>
</tr>
<tr>
<td>New transfer student</td>
<td></td>
<td>3.00 GPA</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gold</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to $3,000 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time: $1,500 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>¾ Time: $1,125 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-time: $750 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One of the following must be met for transfer students to qualify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Transfer in a minimum of 15 college-level credits AND have a minimum 3.20 CGPA from transferring institution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ BPA or DECA state competition participant. Must be a current active member of BPA or DECA club at transferring school and CGPA of 2.5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT TYPE</td>
<td>TO QUALIFY</td>
<td>RENEWABLE</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>New students entering</td>
<td>One of the following must be met to qualify:</td>
<td>Up to 4 years or bachelor’s degree (whichever is shorter)</td>
</tr>
<tr>
<td>directly out of high</td>
<td>■ Minimum 2.80 CGPA (from high school or transferring institution)</td>
<td>RENEWAL CGPA (checked at the end of winter semester for renewal for the following academic year)</td>
</tr>
<tr>
<td>school</td>
<td>■ Minimum 530 GED</td>
<td>2.50 GPA</td>
</tr>
<tr>
<td>New adult students</td>
<td>■ Minimum 21 ACT and have a minimum 2.0 CGPA</td>
<td></td>
</tr>
<tr>
<td>New transfer student</td>
<td>■ Minimum 980 SAT and have a minimum 2.0 CGPA</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>■ BPA, DECA, HOSA or Skills USA regional participant and a 2.5 minimum CGPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The following must be met for either high school/GED or transfer students to qualify:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Qualifying Compass scores</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Writing ≥ 78 Reading ≥ 81 Algebra ≥ 39</td>
<td></td>
</tr>
<tr>
<td>STUDENT TYPE</td>
<td>AMOUNT RENEWABLE</td>
<td>TO QUALIFY</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Academic Excellence</strong></td>
<td></td>
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</tr>
<tr>
<td>Continuing Student</td>
<td>Up to $1,500 per year</td>
<td>Min. 3.75 CGPA AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Full-time: $750 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>¾ Time: $563 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Half-time: $375 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>Continuing Student</td>
<td>Up to $1,000 per year</td>
<td>CGPA between 3.50 and 3.74 AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Full-time: $500 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>¾ Time: $375 per semester</td>
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<tr>
<td></td>
<td>Half-time: $250 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td>Continuing Student</td>
<td>Up to $500 per year</td>
<td>CGPA between 3.00 and 3.49 AND min. 30 credit hours earned at Davenport</td>
</tr>
<tr>
<td></td>
<td>Full-time: $250 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>¾ Time: $188 per semester</td>
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</tr>
<tr>
<td></td>
<td>Half-time: $125 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>Student Club</strong></td>
<td></td>
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</tr>
<tr>
<td>DU Club National</td>
<td>Up to $2,000 per year</td>
<td>Submit copy of first-place national championship certificate to the Financial Aid Office</td>
</tr>
<tr>
<td>Champion</td>
<td>Full-time: $1,000 per semester</td>
<td>Does not include athletic National Champion</td>
</tr>
<tr>
<td></td>
<td>¾ Time: $750 per semester</td>
<td></td>
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<tr>
<td></td>
<td>Half-time: $500 per semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not automatically renewable</td>
<td></td>
</tr>
<tr>
<td><strong>Alumni Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate’s Degree:</td>
<td>$500 per year</td>
<td>Must maintain Standards of Academic Progress</td>
</tr>
<tr>
<td>DU Alum in good stand-</td>
<td></td>
<td></td>
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<tr>
<td>ing, fully accepted into</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bachelor’s degree</td>
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<tr>
<td></td>
<td>Full-time: $250 per semester</td>
<td></td>
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<tr>
<td></td>
<td>¾ Time: $188 per semester</td>
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</tr>
<tr>
<td></td>
<td>Half-time: $125 per semester</td>
<td></td>
</tr>
<tr>
<td><strong>High School Employee</strong></td>
<td></td>
<td>Award covers tuition only for one course per year at any Davenport campus or online. Student is responsible for associated fees and textbook costs. Student must provide documentation of eligibility directly to the Director of Admissions during the admission application process. Eligible high school employees are teachers, counselors, administrators and staff, coaches, and assistant coaches. No FAFSA is required unless a student pursues other financial aid.</td>
</tr>
<tr>
<td>STUDENT TYPE NAME</td>
<td>AMOUNT RENEWABLE</td>
<td>TO QUALIFY</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Community College Employee</td>
<td>Tuition only, up to one course per academic year&lt;br&gt;&lt;br&gt;<em>Recipients must apply annually for scholarship considerations.</em></td>
<td>■ Award covers tuition only for one course per year&lt;br&gt;■ Must be a full-time employee of a community college&lt;br&gt;■ Student must submit an admissions application&lt;br&gt;■ One class may be taken at any Davenport campus or online&lt;br&gt;■ Class may be undergraduate or graduate level&lt;br&gt;■ Student is responsible for associated fees and textbook costs&lt;br&gt;■ Student must provide a letter from their supervisor that identifies the student as a school employee. The letter must state the employee’s current job title as documentation that they meet eligibility requirements.&lt;br&gt;■ FAFSA is not required</td>
</tr>
<tr>
<td>New High School Student</td>
<td>Students must be admitted to Davenport University and provide proof of employment at a company that is a member in good standing of a Chamber of Commerce* in the State of Michigan.</td>
<td>Not automatically renewable</td>
</tr>
<tr>
<td>New high school student&lt;br&gt;New adult student&lt;br&gt;New transfer student&lt;br&gt;Continuing student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Leader Scholarship</td>
<td>Student needs to submit the documentation to their financial aid counselor.</td>
<td></td>
</tr>
<tr>
<td>Up to $1,500 per year&lt;br&gt;6 credits or more: $750 per semester&lt;br&gt;Less than 6 credits: $375</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Foundation Scholarship List

The Davenport University Foundation also provides assistance for student scholarships. These scholarships were established through generous contributions from alumni, friends and companies. To apply, go to www.davenport.edu/foundationapp or call 1-866-248-0012 or any Davenport admissions office.

Endowed Scholarships

Carol J. Adams
Michael D. Allie
Alpha Iota of Grand Rapids
Alticor, Inc.
Alumni Legacy
Bank of America
Batts Foundation
BDO Seidman
Linda L. Benedict Sales and Marketing
Michael Berry
Beta
Henry & Carolyn Bouma
Ronald D. Brady
Michael Braughton
Bronner’s Christmas Wonderland
Brooks Beverage Management
Jack E. Brothers
Paula Brown
Thomas H. Brown, Ph.D.
John and Mildred Burt
Louis V. & Catherine Buzzitta
Linda R. Lindsay Byington
Jerry & Suzanne Callahan
Canteen Services, Inc.
Thomas A. Carey
Chemical Bank West
Rudolfo and Judith Cifolelli
Casey J. Crossen, Jr.
College of Health Professions
Comerica Bank
Community Choice Credit Union
Peter C. & Emajean Cook
Mila Crkovski
Custer Workplace Interiors
Ralph, Berniece & R. Jr., Damstra
The Daoud Foundation
Helen L. & Dallas L. Darling
Davenport University Employees
M.E. Davenport Family
John David
Michael D. Davis
Dearborn Agency (R. Putnam & K. Cude)
Dearborn Exchange Club
Metropolitan Hospital Tribute to James N. DeBoer, Jr.
Kenneth H. & Carlene R. DeHaan

Thomas Deem
Detroit College of Business Alumni
Alfred & Eleanor Dinsmore Nursing
The Door Family
Droski, Lindsay, & Meyers
Dykhouse Construction
Jenny Engle Nursing
Engineered Comfort Systems, Inc.
Fairlane Car Wash
Ronald E. Falk
Ned Favaz Expression of Gratitude
Fifth Third Bank
The Flechsig Family
Foundation Board
Larry & Judith Fredricks
David & Judy Frey
Dr. Robert and Christine Funaro
GE Aviation
Geerlings Development/Scott Geerlings
Daniel & Michelle Georgevich
G.M. Lansing Women’s Club
Godwin Hardware & Plumbing
Grand Rapids Press Minority
GunnLevine Architects
Donald & Nancy Hamelink
Edward J. & Sandra Hanenburg
Charles F. & Helen Harrison
Art & Betsy Hasse
H. J. Heinz Company
Alan Hering
Herman Miller, Inc
Lou Holtz
Howard Miller Company
H.S. Die & Engineering
Huntington National Bank
William & Beatrice Idema
Interphase Office Systems
Islamic Institute Expression of Gratitude
Johnson Controls
James & Ginger Jurries
Kalamazoo Employees
Gerrit & June Kamphouse
Kane Group (General)
Kane Group (Grand Rapids Area)
Angelina Keller (Brad Keller)
Keith and Kathy Klingenberg
Knape & Vogt Manufacturing Co.
Robert & Ellie Kunkel
James R. & Clarine L. Lanting
James R. & Clarine L. Lanting Calvin Christian Schools
Wilbur A. Lettinga
Michael & Connie Lettinga
Sharon Lettinga
William & Rochelle Lettinga
Les Lindsay
Lumbermen’s Inc.
Marble and Tile (Dr. William Piersante)
Robert J. & Inez M. McBain
McDonald Plumbing
Meijer Inc.

Dr. James and Barbara Mendola
Michigan Office Solutions
MI Food & Beverage Solutions (Dr. Edward Deeb)
Midwest Health Center (Dr. Mark Saffer)
Barbara A. Mieras, Ph.D.
MIK Architects, Engineers & Planners
Martin Morales Minority
Dr. Alberta Muirhead
John & Elinore Mulder
Patrick & Katherine Mullen
John Myaard
Dr. Woldemar H. Nikkel
Roger W. O’Halla
Chris & Joan Panopoulos
Perrigo Company
Powell Moving and Storage, Inc.
Rockford Construction Company
C. Dexter & Sandra Rohm
Charles & Stella Royce
Sara Lee
Robert & Ellen Sadler
Robert & Helen Jean Schmiedicke
H. B. Shaine & Company Inc.
Robert W. & Margaret D. Sneden
SpartanNash
Eleanor Spidell
John & Judy Spoelhof
David J. Steenstra, Ph.D.
Steve & Ruth Stream
Carroll & Frances Streeter
Jerry & Judy Subar
Jacqueline D. Taylor
Aubrey J. Terbrack
Richard & Gretchen Tierney
TrueNorth Companies
Universal Forest Products
Fred & Gretchen Vandenberg
Roger and Clare VanderLaan East
Roger and Clare VanderLaan W.A. Lettinga
Campus
Roger and Clare VanderLaan West
P. Robert & Charlene Vanderson
Bernard & Jean VanderVeen
VanDyk Mechanical
Varnum
Voetberg Scholarship for Students with Disabilities
The Volk Family
Elmer Vruggink, Ph.D.
Russel Warner
Mary Warner
Warren Alumni Club
Tyrus R. Wessell
West Side Beer Distributing
Irving & Birdella White
Hugh and Melbarose Wichert
Kathryn L. Wiese
Bruce & Lavina Wynalda
Kenneth and Carole Yerrick
Max & Micki Young
**Endowed Memorial Scholarships**

- Paul Ames
- Charles “Andy” Anderson
- Amy Barnaby
- Dr. Ronald Bartson
- Hy & Greta Berkowitz
- Rosemary Braun
- Frank Breukink
- Wilma D. Brudy
- Marvin “Red” Brummel
- Jason Bruso
- Nilda Caceres
- Davenport University Memorial
- Robert J. DenHerder
- E. Scott Derr
- John Dishaw
- Thomas F. Dulude
- Roger E. Erickson
- James A. Farmer, Sr.
- Matthew Brian Feko
- Helen Frays
- Bruce W. Gilmore
- William R. Heible
- Rhonda Goodyke-Hoorn
- Betty Igrisan
- John P. Keller
- William Kingma
- Jean Kinsman
- Mary Walsh Kole
- Nichole Lake
- Judith A. Lettinga

- Mary Kay Lettinga
- Jean E. Lindsey
- Edna Losgar & Marilyn Losgar Smith
- Emerson G. McCarty East
- Emerson G. McCarty West
- Anna B. McPherson, RN
- Blaise Newman
- Josephine M. & John Oonk, Jr.
- Robert T. Orlkowski
- Gordon H. Poll
- Thomas Fisher Reed
- Pauline Roskam
- Kevin L. Rotman
- Bernice G. Rudzinski
- Sandra Scoville Flint Campus
- Dr. Robert W. Sneden
- Janice Stauffer
- Senator Glenn D. Steil
- Kristin Ten Harmsel-Anderson
- Lisa Trombley
- Elton Carl & Margaret E. Twork (Underwood)
- Vander Wall Family
- John S. VanderHeide, III
- Herman & Jennie VanderLaan
- Jane Wetherell
- Antoinette (Toni) Wykstra
- George L. Young
- Kathryn & Harold Zahm
- Ronald Zoulek

**Annual Scholarships**

- Accounting
- Alumni Association General
- Bob Clarkson
- Lynda and Sam Cribari
- Davenport University Online
- Donald W. Maine College of Business
- DU Alumni Association Panther Ambassador
- Farmers Insurance
- Flint Campus
- Linda Haberacecker for Women in Technology
- Holland Campus
- Honors Accounting
- Kenneth Krug Memorial for the College of Technology
- Lansing Campus
- Donald G. & Peggy S. Luy
- Midland Campus
- Yvette Russell
- Saginaw Campus
- Signature Applications, LLC
- Student Veterans of America
- Study Abroad General
- Tim & Bob Sullivan
- Cindy Thompson Saginaw Medical Assistant
- Tournament of Friendship
- Traverse City Campus
- Dave Veneklase and Family
- West Michigan General
- Zambian Students

(See the Davenport website for current tuition, fees and financial aid information.)
Notes
STUDENT SERVICES

Advising

Davenport offers students the support of an academic advisor to aid in their academic pursuits and development as professionals. Davenport strongly believes in a developmental advising model which guides students through their academic plans to support their career objectives. Academic advising is available at every campus and online to assist students in selecting courses, discussing curriculum change implications, answering questions related to academic programs and policies, or reviewing progress towards graduation. Students are responsible for being aware of and meeting all curriculum requirements, including any changes that may occur therein. In addition, students should speak with an advisor for any of the following reasons:

■ To answer questions about which courses to schedule and when to take specific classes.
■ To confirm the classes remaining for completion of their degree program.
■ To discuss transfer and articulated credits from other institutions, prior learning credits and non-collegiate credits and to see how the credits apply to their program of study.
■ To discuss short and long term career goals.
■ To learn about switching to another program or higher degree and know how their current courses will apply.
■ To discuss the academic and financial consequences of adding, dropping, or withdrawing from a course.
■ To consider changing their program of study.
■ To address difficulties in completing their coursework, for personal or academic reasons.
■ To discuss any other concerns related to their education including referral to University and/or community resources.

Payment of tuition and fees can be made through the Student Payment Center. Any questions regarding these payments can be handled through the Student Services Office or University Bursar’s Office.

Advising for students accepted into the nursing program is handled by designated nursing advisors.

Career Services

Davenport University Career Services provides every student with an individual Professional Development Plan. The goal of Career Services is to assist students and alumni with every aspect of career development and success from aiding in career exploration and interest assessment, to ongoing support once in the field. Go to www.davenport.edu/career-services and learn more.

Classroom & DU Campus Events

A student’s relationship with Career Services begins as early as possible upon entry into DU to discuss the student’s Professional Development Plan and goals. This visit is supported by classroom presentations and professional development events that are conducted at every campus throughout the year. Serious students are expected to take advantage of the many group networking and career development events and the information provided during in-class presentations. All Career Services offerings are designed to improve a student’s professional and soft skills for the purpose of achieving career success.

Career Search and Career Skills Development

Through the Professional Development Plan, students will learn a full range of important professional and soft skills and receive ongoing help and support for creating dynamic resumes, professional letters, learning interview skills, and how to conduct successful job searches. In addition, Career Services assists students in learning networking strategies, portfolio creation, business etiquette, and tips to dress for success on any budget. The Career Services web pages are full of useful class and professional resources for both students and faculty.

Experiential Learning and Internship Opportunities

Career Services provides DU students with the best possible work, career and program-related opportunities available. Career Services is the first stop for students seeking opportunities to obtain for-credit and not-for credit-internships, build their skill level, gain experience and grow their professional portfolio.

Career Fairs and Events

To assure student success and exposure to employment opportunities, Career Services hosts several career fairs each year. These events may be broad and open to all students or focused on a specific program or degree. Career Services also promotes job expos and career fairs sponsored by other universities and professional organizations in order to bring the most relevant opportunities to our students and alumni including mentoring programs and panel discussions. Career Services also supports student organizations by assisting in finding topical speakers and experts in club related fields.

Online Job Database

PantherJobs is career services online job board and career event database. Through PantherJobs, students and alumni can search opportunities post resumes to resume books, register for professional development events and learn about on-campus recruiting opportunities. Students should keep Career Services aware of changes in address or employment while enrolled and after graduation, pursue leads in a professional manner, report interview outcomes and respond to survey inquiries to assure that the services provided meet our students’ and alumni’s ever changing needs.

Email

The University provides PantherMail email accounts for students registered for the current semester. This will be the primary information medium by which students will learn of dates, deadlines, policies and activities related to Davenport. These accounts are provided by the University to communicate with students and it is expected that all students will monitor email regularly. In addition, students will use this email account as the email address for all online and blended course(s).
Student Identification (ID) Cards—Panther OneCard

Every student will be issued a Panther OneCard at any campus. Pictures may be taken either during Orientation or through Student Services. Panther OneCards will be mailed to a student’s permanent mailing address. Cards must be activated to ensure timely delivery of refunds. Panther OneCards must be used to check out library materials and utilize computers in the Library. Panther OneCards may also be used to obtain student discounts, where available.

Change of Name, Address, Phone Number, or Email

It is the student’s responsibility to update through the Student Connection any changes to address, phone number, and/or email address. Students wishing to submit a change of name should contact their advisors for details.

Students with Disabilities

Accommodations for Students with Disabilities

It is the policy of Davenport University to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Davenport University will not discriminate against any otherwise qualified student or applicant with respect to any terms, privileges, or conditions of a student’s admission, educational program, or activity because of a disability.

Information for Students with Disabilities

Students may request reasonable accommodation as a result of a qualifying disability as defined by the Americans with Disabilities Act (2008) or Section 504 of the Vocational Rehabilitation Act of 1973. It is the students’ responsibility to contact a Student Access Coordinator at their campus to initiate the accommodation process.

Davenport University will provide reasonable accommodations, as deemed appropriate and in accordance with state and federal guidelines, by providing access that allows participation in University programs and activities for otherwise qualified individuals when doing so does not pose a risk to the individual or other students.

Policies and Procedures for Students with Disabilities

The University’s policy and state law each require that qualified students with disabilities be given reasonable academic accommodations and overall educational program accessibility. The University seeks to accommodate students with disabilities on an individual basis, based on assessment data documented by a qualified professional. This process must be student-initiated and is not retroactive.

There will be no discrimination on the basis of disability. Any information provided on a voluntary basis shall be used for the sole purpose of assessing accommodation requests, to minimize competitive disadvantages that are directly related to the student’s documented disability. There are no limitations on the number of persons with disabilities who may be admitted or enrolled.

The University’s policy of nondiscrimination based on disability provides reasonable accommodations to qualified students with disabilities in the most integrated, appropriate setting, and includes but is not limited to:

- Opportunities: Opportunities are provided to participate in academic programs and sanctioned curricular activities.
- Examinations: Examinations, written assignments, or other evaluation procedures may be accommodated to mitigate the effects of a disability and to more accurately measure student achievement, as long as such accommodation does not fundamentally alter the learning objectives of the course.
- Advising: Advising, support services, and employment assistance are provided without discrimination to any student with a documented disability.
- Location: Location of programs will provide equal access to mobility and visually impaired students to the extent reasonably possible.
- Physical Accessibility: Physical accessibility to instruction, academic support, student services, and technology are provided to the extent reasonably possible.

Davenport University is committed to providing opportunities, resources, and support to help students achieve their goals. This commitment includes providing assistance to students with disabilities. Early notification of any accommodation request increases the likelihood that special arrangements can be made prior to the start of classes.

Students who believe they have a disability as defined by the Americans with Disabilities Act and require accommodation to meet course or program requirements should contact a Student Access Coordinator at their campus to secure an Accommodation Request Form and the appropriate Verification of Disability Form. These forms, contact information, and other disability services information is located on the Student Access page Davenport website (http://www.davenport.edu/student-affairs/student-access). This information will help the University work with students to plan effective academic accommodations and auxiliary aids and services while they are attending Davenport University.

Counseling

Counseling services with a Licensed Social Worker are provided free of charge at the W.A. Lettinga Campus. Appointments can be scheduled by calling the Welcome Center at (616) 871-6166 or counseling@davenport.edu. Students who would like information about counseling services outside of the Lettinga Campus should contact their advisor or the Center for Campus Life for referral to a Community Mental Health agency in their area.

Housing

University-sponsored student housing is available at the Grand Rapids W.A. Lettinga campus. University housing is geared toward traditionally aged students and highly encouraged for students who live outside of a 45 mile commuting radius. Living on campus offers students the convenience of being close to classes, pro-
grams, athletic and events sponsored by the University. We offer state-of-the-art residence halls and dining facilities that provide an environment that is comfortable, safe and conducive to academic-succes and community development. In addition, research shows that students who live on campus are more likely to be retained, post higher grades and graduate. Visit the website for more information: davenport.edu/housing.

**Dining Services**

Davenport University Dining is dedicated to providing our guests with fresh, sustainable, innovative, customized hospitality experiences using quality products with standards in excellence in service. There are three dining options on the Lettinga campus including the Panther Den retail operation located in the Fred & Lena Meijer Academic Building, VC Ice Cream located in the Student Activities Center and the Dining Hall located in South Hall. All three locations accept cash, credit, Panther Dollars and Dining Dollars.

All on campus housing students are required to participate in a meal plan. These requirements are based on what building you are assigned. There are also meal plans available to purchase for anyone not currently part of the housing community. Meal plans are accepted only in the Dining Hall which offers all you can eat, all day access to buffet style dining.

Dining offers a full range of catering and event planning services at all of the Grand Rapids Davenport locations. They also have first right of refusal on all catering done on the Lettinga campus.

Davenport culinarians are equipped to meet any special dietary needs of all or guests including food allergies, food related sensitivity and illness and dietary preferences. Please email dining services with any questions or concerns you may have: dudining@davenport.edu.

For information about all of the dining locations, menus, nutritional information and other services provided by DU Dining by visiting the website: www.davenport.edu/dining, like us on Facebook: http://www.facebook.com/DUFood or follow us on Twitter: DU_Dining.

**Student Life**

Davenport University offers students many opportunities to get involved. The Student Life Office supports student success and aims to foster student development by providing students with opportunities to get involved, build community, and learn outside of the classroom. There are a variety of registered student organizations (RSO’s) for students to join. Some organizations are specific to individual majors and offer students an opportunity to interact with individuals within their chosen career. Other organizations focus on social and volunteer experiences and provide students the opportunity to get involved both on and off campus. The Student Life Office also sponsors a number of social, educational, and leadership events and programs. The Volunteer Center provides service opportunities for students who want to make a difference in the community.

Students are encouraged to visit OrgSync, an online involvement platform for the DU community. It can be accessed through your Student Connection tab on the Davenport website or at www.orgsync.com. Simply select Davenport and log-in with your DU credentials. OrgSync has an events calendar, volunteer opportunities, student organization information and more. For more information, please contact the Center for Campus Life at 616.554.5095 or email student.life@davenport.edu. Students can find out what is going on by visiting OrgSync, visiting the Center for Campus Life website (http://studentlife.davenport.edu) or by “liking” us at www.facebook.com/dustudentlife.

**Student Insurance**

Health insurance coverage is required for student athletes, students enrolled in specific classes or specific majors within the College of Health Professions, and for all international students. Questions regarding the insurance requirements along with information for those students wishing to obtain insurance for themselves and/or spouses and dependents can be directed to studentinsurance@davenport.edu. Please also check out our website at davenport.edu/risk-management/student-insurance.

Additionally, professional liability insurance coverage is provided as part of the course fee to students enrolled in an internship, professional practice experience, or clinical experience in the College of Health Professions.

**Intercollegiate Sports**

Davenport University’s Intercollegiate Athletic Program is a member of the NAIA (National Association of Intercollegiate Athletics), ACHA (American Collegiate Hockey Association) at the Division I and Division III level, USBC Collegiate (U.S. Bowling Conference), and USA Rugby.

All participants must be 18 years of age or older and a fulltime student (i.e., 12 credits or more per semester or 6 credits or more per semester for graduate students). Eligibility rules are very detailed. Please contact the Athletic Department for more information.

If you are interested in competing at the intercollegiate level, complete and submit a participation form (found online at www.davenport.edu) or contact Athletic Director Paul Lowden at (616) 732-1194. All of Davenport University’s intercollegiate programs are based out of the Grand Rapids campus.

The programs currently offered are:

- Men’s Baseball
- Men’s Basketball
- Men’s Bowling
- Men’s Cross-Country
- Men’s Golf
- Men’s Ice Hockey
- Men’s Indoor Track & Field
- Men’s Lacrosse
- Men’s Outdoor Track & Field
- Men’s Rugby
- Women’s Basketball
- Women’s Bowling
- Women’s Competitive Cheer
- Women’s Competitive Dance
- Women’s Cross-Country
- Women’s Golf
- Women’s Ice Hockey
- Women’s Indoor Track & Field
- Women’s Lacrosse
- Women’s Outdoor Track & Field
Davenport University Alumni Association

The Davenport University Alumni Association helps graduates stay connected to the friends, organizations, and interests they developed as students.

Through many events, networking opportunities, programs and services, we can help you stay in touch with former classmates, faculty and the University. Be sure to contact us when you move, get married, or change jobs so we can keep your information up to date. Stay in touch at alumni@davenport.edu and check out DUalum.com for the latest alumni and university news!

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University or one of its antecedent institutions receives free membership in the Alumni Association. Your membership entitles you to receive our Alumni eNewsletter, The Connection, alumni benefits and University services including:

Lifetime career service including access to Davenport’s online career portal.

Free lifetime brush-up classes—Alumni are eligible for free brush-up classes on a space-available basis. This applies only to courses that were successfully completed at Davenport, that are still active or have a current equivalent, and that were part of the individual’s graduation requirements. Free brush-up classes may not be used for laboratory courses, clinical or practicum experiences or internships. Students who have a financial obligation to the University are not eligible for free brush-up classes. Contact an advisor for full details.

Access to the Davenport library and computer labs at no charge (you must have an alumni membership card which you can order at DUalum.com).

In addition, a variety of insurance, shopping, travel and service discounts are available at DUalum.com.

For more information on alumni benefits and services, please email alumni@davenport.edu or visit our website at DUalum.com.

Davenport University Institute for Professional Excellence

Through its new Institute for Professional Excellence (IPEx), the University provides quality education and training services using nationally recognized resources to meet organizational, business leadership and management development needs. It also operates in close collaboration with the Maine College of Business and serves a unique role in that it may develop and customize educational programs and deliver them in a customer-focused manner that assists organizations succeed long term. These programs also include professional certification preparation courses for the PHR/SPHR, PMP, CM and CME.

If you are interested in learning more about or enrolling in the SHRM Learning System® Exam Prep Course, please visit our website at: http://webservices.davenport.edu/corppartners/shrm/

If you are interested in education and training programs that have the potential for academic course credit, please contact the IPEx staff or go to http://www.davenport.edu/ipex/service-offerings
Foundations of Learning Program

All first-time-in-any-college students are placed into English and mathematics courses based upon an entrance assessment unless there are qualifying ACT or SAT scores on file. Students who transfer from other institutions without college level credit for English or mathematics will also participate in the entrance assessment. Students testing into pre-college English will be placed in ENGL021, which must be completed before enrollment in the college-level English course ENGL109. Students testing into pre-college mathematics will be placed in either MATH 020 or MATH 030, depending on their assessment, before enrollment in MATH125. Students must earn a “C” or better in each Foundation of Learning course before advancing to the next level of English and/or mathematics. Grades in Foundations of Learning courses are not calculated into a student’s Grade Point Average since they represent pre-college mastery of content. Students are encouraged to take advantage of all academic support services, like tutoring, available at their campus or online.

All students who assess at Foundations of Learning levels are required to take Foundations of Learning classes during their first semester. Students must meet with their Advisor to be enrolled into specific combinations of courses (block scheduling) until they have completed Foundation of Learning courses. Students who need to take electives in their block schedule will select courses from the following three lists which do not have English and math prerequisites.

**Freshman Seminar**

- ACES100: Achieving Career and Education Success
- HLTH101/HLTH101S: Introduction to Health Careers

**Foundations of Excellence**

- COMM120: Presentation Techniques
- ENVS125: Introduction to Environmental Studies
- GEOL140: Physical Geology
- HUMN101: Arts and Culture
- PSYC101: Introductory Psychology
- PSYC113: Stress Management for Life
- PSYC127: Healthy Living
- SOCY101: Introductory to Sociology

**Foundations of Business, Technology, or Health Professions**

- BITS101: Computer Essentials
- BUSN120: Introduction to Business
- CISP100: Introduction to Computers
- CISP111: Requirements Planning and Development

Educational Options

**Double Degree**

A student may earn double degrees (two associate degrees or two bachelor degrees) only by fulfilling the requirements for two differently titled degrees, such as a BBA and a BS. In order to earn the second degree, the student must complete all the degree requirements and fulfill all residency requirements for both degrees. Two of the same degrees (such as two BBAs) will not be awarded from Davenport University at the same time with requirements that only differ in the chosen majors (see double major).

Students who have achieved an associate's or bachelor's degree from another college or university may earn a second degree of the same type from Davenport University (such as a BBA in Management from another college and a BBA in Marketing from Davenport University), as long as all appropriate graduation requirements are met.

**Double Major**

Students who wish to combine study in two programs, such as the BBA in Management and the BBA in Marketing, will earn a double major. In order to earn a double major, a student must complete all of the courses required for each program and fulfill all residency requirements. Students pursuing a double major will not be awarded their degree until all requirements for both majors have been met. The BBA General Business and the ABA in Business Administration may not be used within a double major.

**Double Specialties**

Davenport University encourages students to complete additional Specialties within those degree programs that require them as part of the major area of study. Students may also elect a Specialty outside of their major field of study, but must meet all required prerequisites and co-requisites for the courses. All Specialty classes are considered part of the major and will be included in the calculation of the major GPA for graduation requirements. Residency requirements for the major including all chosen Specialties must be met. Students pursuing double Specialties will not be awarded their degree until all requirements have been met.

**Auditing Courses**

Students may audit any course provided they have the approval of the campus Director of Academic Services or Campus Associate Department Chair. Students will not be required to complete tests or projects for audited courses, and they will not receive a grade or credit for the course. Students must declare the audit status at registration and may only change from audit status to credit status (or vice versa) before the beginning of the first class session. The
tuition cost for auditing a course is the same as for taking the course for credit.

**Competency Examination**

Students may take each of the University’s standardized competency examinations only once to attempt earning credit for specified courses. Students may not take this option if they have previously received a failing grade in the course. Students who pass the assessment will be granted credit in the course. Credit hours earned from Competency examination assessment and/or prior learning assessment may be used to meet Residency Requirements.

**College of Arts and Sciences**

ENGL110 Advanced Composition (Credit may only be earned if ENGL109 has been successfully completed previously.)

**College of Health Professions**

BIOL120 Essentials of Anatomy and Physiology
BIOL131 Human Disease
HHLT110 Medical Terminology
HHLT220 Pharmacology

**Credit through Prior Learning Assessment (PLA)**

Academic credit for a course may be awarded to those students who produce a completed petition detailing college-level learning gained through experience. Consideration will be given to learning gained through career and personal experience in job-related activities and community participation, as well as that based on training from specialized schools or testing programs. To support student success and effective course registration, students must submit their portfolio petition at least one month prior to the beginning of any new 7, 10, 12, or 15 sessions/semesters. The petitions are assessed by faculty evaluators, and credit is assigned based on merit. Students must use the University’s format.

A maximum of 40 semester hours may be obtained through prior learning and/or the University’s standardized competency exam assessments. These hours may be applied toward the residency requirement.

Students may elect to take PLAA150 Prior Learning Assessment Portfolio Development 1-3 credits to assist with the preparation of the portfolio petition.

Students should contact their Advisor to receive additional information on this option.

**Credit Hour Definition**

A credit hour is a unit of measure that reflects the amount of work represented in intended learning outcomes and is verified by evidence of student achievement. It is a measure of the quantity of student learning and is defined as one hour of classroom or faculty instruction and a minimum of two hours of student work outside the class per week for the 15 weeks of a semester or the equivalent amount of work per a different amount of time.

Traditional Lecture Classes: Each credit hour requires a minimum of 1 hour of instructional time and 2 hours of student work outside of class time over a 15 week semester or the equivalent amount of work over a different amount of time.

Virtual In-Seat Classes: Each credit hour requires a minimum of 1 hour of instructional time and 2 hours of student work outside of class time over a 15 week semester or the equivalent amount of work over a different amount of time.

Condensed Classes: Each credit hour requires a minimum of 2 hours of instructional time and 4 hours of student work outside of class over a seven week session or the equivalent amount of work over a different amount of time.

Blended Classes: Each credit hour requires a percentage of the instructional time designated for in-seat instruction and a percentage designated for online instruction that is equivalent to the amount of work required in a traditional in-seat lecture course. The hours of student work outside of class are determined by the amount of work required to satisfactorily meet intended learning outcomes.

External Learning Classes: Each credit hour requires the equivalent amount of work designated for a traditional lecture course with a total of 45 hours of work per credit hour over a 15 week semester or seven week session or the equivalent amount of work over a different amount of time. This work will be comprised of individual student-instructor meetings and work outside of those meetings.

Lab Classes: Davenport University utilizes a two hour to one credit hour ratio for lab classes. A 1 credit hour lab class requires 2 hours of instructional time over a 15 week semester with an additional 1 hour of student work outside of class or the equivalent amount of work over a different amount of time.

Clinical Classes: The College of Health Professions has defined one semester credit hour for the clinical portions of their programs as a three contact hours to one credit hour ratio. A student can expect a minimum of 3 hours of clinical experience over 15 weeks for a 1 credit hour class or the equivalent amount of work over a different amount of time. The required clinical hours are usually expressed on a ‘per semester’ basis in the catalog course description.

Practicums, Internships, and Experiential Classes: Davenport University has determined that one semester credit hour for all practicums, internships and experiential learning courses will require a minimum of 45 hours of student activity per credit hour awarded.

Online Classes: Each credit hour requires, at a minimum, the same amount of work as required in a traditional lecture course. The amount of time required for each course is determined by the amount of work required to satisfactorily meet intended learning outcomes.

**Class Formats**

Davenport University offers a variety of formats in which classes may be taken, designed to fit various learning styles and student needs. Not all formats may be available at each campus. Some classes may only be available in the online format due to limited in-seat course offerings at certain campuses. Students should contact Student Services for the classes and formats offered at their campus.
Traditional In-Seat
In this traditional format, class meets in-seat for 100% of the required contact hours. Most traditional classes are scheduled to meet weekly or twice-weekly; a smaller number of sections are scheduled to meet three times per week. The length of each class session is determined by the number of meetings per week and the number of credit hours or contact hours (whichever is greater) associated with the course.

Ten-Week Online
Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These four credit hour courses require, at a minimum, the same amount of work as required in a 4 credit hour traditional lecture course. The amount of time required for each course is determined by the amount of work necessary to satisfactorily meet intended learning outcomes. Please note, individual students may require more (or less) time depending on their personal level of experience with the material, level of experience with computers and the speed of Internet connection.

Seven-Week Blended In-Seat with Online
In this seven-week format, class meets in-seat for 60% of the required contact hours and the remaining 40% is completed online. Most Blended classes are scheduled to meet once per week, some meet twice per week. The length of each in-seat session is determined by the number of meetings per week and the number of credit hours or contact hours (whichever is greater) associated with the course. In addition to the in-seat class meetings, Blended classes require a minimum of 2-to-3 hours of online participation per week.

Seven-Week Condensed In-Seat
In this seven-week format, class meets in-seat for 100% of the required contact hours. Seven-Week Condensed courses take the required 45 contact hours for a three credit class or the 60 contact hours for a four credit class and condense them into a seven-week format.

Seven-Week Online
Online learning uses state-of-the-art technology to bring quality education to students in a virtual setting. These three credit hour courses require, at a minimum, the same amount of work as required in a traditional lecture course. The amount of time required for each course is determined by the amount of work necessary to satisfactorily meet intended learning outcomes. Please note, individual students may require more (or less) time depending on their personal level of experience with the material, level of experience with computers and the speed of Internet connection.

Four-Week Blended In-seat with Online
The four week sessions will offer courses in a blended in-seat with online format. Each credit hour requires a percentage of the instructional time designated for in-seat instruction and a percentage designated for online instruction that is equivalent to the amount of work required in a traditional in-seat lecture course. The hours of student work outside of class are determined by the amount of work required to satisfactorily meet intended learning outcomes.

Refer to the academic calendar for the start and end dates of these new sessions.

External Learning
In this format, students work independently for the most part, following a detailed syllabus. They meet with faculty a specified number of times, individually or in small groups, for review and assessment. Both the faculty member and the student sign a learning agreement listing course outcomes and deadlines.

Virtual Classroom In-Seat
The Virtual In-Seat option provides students with a synchronous learning opportunity where students from various campuses interact with each other and the instructor via computer audio and video tools at scheduled times. Students may attend class on a Davenport campus, from their own home, or from a workstation of their choice that meets accepted technology specifications.

Internships
Davenport University believes that practical experience in the field of study is an integral part of a student’s preparation for career success. In recognition of this, many degree programs have a required internship experience while other programs offer an elective internship option. These work experiences must be related to the student’s field of study and approved by the Associate Department Chair before enrolling in the course. Some internship experiences require a minimum GPA for enrollment and the internship site may require that a criminal background check and drug screening process be completed. Students are encouraged to see their Advisor for details. It is required that the student contact Career Services at least one or two semesters prior to scheduling for an internship experience. Students will receive a letter grade for internship courses. Placement in practicum sites for the College of Health Professions is competitive and is not guaranteed. Refer to the Davenport University website for updated Internship Policies and Procedures and necessary forms at http://www.davenport.edu/career-services/faculty-and-staff/internship-processes.

Experiential Learning and Service Learning
Davenport University supports professional and civic engagement of students outside the classroom as a means to help prepare them for careers and for lifelong involvement in their communities as active citizens. This is accomplished, in part, through Service-Learning (SL) and Experiential Learning (EL) opportunities embedded in academic courses. SL or EL designated courses can involve directed individual or group projects, student placements, field experiences, or other assignments which require completion of hours outside of class time and structured reflection on the experience. Some DU course sections require students to participate in SL or EL and in others it is optional. The average EL or SL project may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.

Experiential Learning (EL) Course Designation:
A course section is designated as EL if:

1. Students participate in an out of classroom experience that adds value to their educational objectives and development through the practical application of program and course outcomes.
2. Students reflect on the connections between the experience and their educational objectives and development.
3. The project or student placement has a professional orientation and is in partnership with business or industry.

**Service-Learning (SL) Course Designation:**
A course is designated as SL if:
1. Students participate in an organized service activity that meets identified community needs.
2. Students reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility (Bringle & Hatcher, 2005).
3. The project or student service placement has a civic/community orientation and is in partnership with a non-profit or government organization.

**Sample EL Course Designation Format:**
SOSC 201: Diversity in Society (EL)

**International Study Opportunities**
Davenport University understands that preparation for success in today’s 21st century global workforce means acquiring the combination of knowledge, skills and attitudes referred to as global competencies.

One of the best ways to become more globally competent is to experience day-to-day life in another country with the preparation and faculty guidance that enables insights and understanding of another culture. Davenport University provides these kinds of opportunities through its study abroad program enabling students to earn Davenport credit towards their degree while studying from three weeks to one year abroad.

The short-term faculty-led programs are group study experiences led by Davenport faculty and involve earning up to six credits. Students can study finance and leadership in London, experience 5,000 years of tradition in China, tour multi-national corporations in Germany and the EU, learn about global economics amid the diversity of flora and fauna in Kenya, study Spanish in Costa Rica, and faculty guidance that enables insights and understanding of another culture.

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 requirements and Limitations

**Dropping and Adding Courses**
All students wishing to drop/add or withdraw from a course after the start of the semester or session should contact their Academic Advisor. The drop/add period is the first week after classes begin. Students may add regular semester classes during the first week of the semester. Because of the accelerated nature of some of the class formats, students may not be able to add these courses to their schedule after the start of the session/semester. Students should contact their Advisor for guidelines on specific class formats.

**Course Load**
All students may register for up to 20 credit hours in any semester, in any combination of delivery formats for which they are eligible. Students wishing to take more than the allowed number of credit hours in one semester must receive permission from the University Registrar.

**Residency Policy**
The University Policy for residency is as follows:

Students must take a minimum of the following at Davenport University in order to fulfill residency:

- **Post-Baccalaureate Certificate**
  - All credits required for the post-baccalaureate certificate

- **Bachelor’s/Master’s Degree**
  - A minimum of 30 semester credits from 100–400-level courses, to include at least fifty percent of the courses in the major, plus all 500–700-level courses required

- **Bachelor’s Degree**
  - A minimum of 30 semester credits, to include at least fifty percent of the courses in the major
Students who have previously declared a specific major may not be required in their specific degree program. Courses chosen while they are in the undeclared but degree seeking major category for up to 25 semester credits if they are seeking an associate’s or bachelor’s degree. Once students have earned 25 credits toward an associate’s or bachelor’s degree whether these credits are from Davenport University or are transferred from another post-secondary institution, they must declare a specific major. An exception to this policy is made for students that are planning to apply to the Nursing Program. They may remain on an undecided/bachelor’s degree seeking major as they prepare for the nursing admissions open enrollment period.

Students should note that not all courses in Foundations of Excellence or in the Foundations for a specific college are required for all degree programs. Students accept the responsibility that courses chosen while they are in the undeclared but degree seeking status may not be required in their specific degree program. Students who have previously declared a specific major may not choose to have the undeclared but degree seeking status.

Re-Entry to the University

Re-entry students whose education has been voluntarily interrupted for one or more semesters (excluding Spring/Summer semes-

- A minimum of 15 semester credits, to include at least fifty percent of the courses in the major
- A minimum of fifty percent of the credits required for the diploma, of which at least two courses must be in the major

Contact an Advisor for specific residency requirements for the Nursing programs, the Medical Assistant program, and the 60 + Transfer Degree programs.

Post-Baccalaureate Certificate Requirements

All courses completed as part of a post-baccalaureate certificate must be completed following the successful completion of a bachelor’s degree. Courses completed as part of the earned baccalaureate degree may not be used to fulfill requirements in the post-baccalaureate certificate. Any course substitutions utilized must be approved by the appropriate Department Chair.

All required courses in the Post-Baccalaureate must be completed at Davenport University to meet residency requirements. A cumulative grade point of 2.3 in the program is required for graduation.

Sequential Course Requirements

Credit will not be granted for any sequential course below the level of a course for which the student already has earned credit.

Students must achieve at least a C grade in a sequential course before taking the next course in the sequence. Students receiving a C- or below must repeat the course before proceeding to the next course in the sequence. Students will receive credit for the course only once.

Undeclared Majors

To provide students with an opportunity to explore various business, health, technology, and/or general education areas before declaring a major, Davenport University allows new students to elect an undeclared but degree seeking status.

Students may remain in the undeclared but degree seeking category for up to 25 semester credits if they are seeking an associate’s or bachelor’s degree. Once students have earned 25 credits toward an associate’s or bachelor’s degree whether these credits are from Davenport University or are transferred from another post-secondary institution, they must declare a specific major. An exception to this policy is made for students that are planning to apply to the Nursing Program. They may remain on an undecided/degree seeking major as they prepare for the nursing admissions open enrollment period.

Students who have previously declared a specific major may not choose to have the undeclared but degree seeking status.
a new degree program. Davenport University will assist students in choosing a program of study that will maximize the application of their earned academic credits.

**Discontinued Program Policy**

Once a program is discontinued, no new enrollments will be accepted into the program. Students currently declared in a discontinued major will have six years for a bachelor’s degree (three years for associate’s degree) to complete the degree, with appropriate substitutions and/or equivalencies for discontinued courses. If the degree is not completed within this time period, students must meet current degree requirements.

**Minimum Grade Requirement**

Some courses require a C or better in order to advance to the next course (see also Sequential Course Requirements). In addition to sequential courses, the following courses from the College of Health Professions require a C or better grade for successful completion: all HINT, HSAD, MCMG as well as all HLTH prefixed courses except HLTH202. All NURS prefixed lecture, lab and clinical courses require a B- or better grade for successful completion. Students accepted and classified as a BSN Nursing Pre-Licensure or Practical Nursing Diploma student must earn a C+ or better grade in all BIOL and CHEM courses taken as requirements in the Nursing programs.

There may be additional courses that require a C or better for successful completion due to outside accreditation or program approval requirements. This requirement is noted in the course description.

**Prerequisite Requirement**

Prerequisite courses must be successfully completed before taking the subsequent course(s). These courses may be required even though they are not part of the chosen curriculum. A co-requisite may be completed before the course or taken concurrently. Students seeking a post-baccalaureate certificate must complete all course prerequisites or show proof of equivalent work experience.

Non-degree seeking students and students taking courses under a guest student status are not required to complete prerequisite or co-requisite courses.

**Repeating Courses**

Students may repeat any course for which they have previously received credit. Both courses will be recorded on the transcripts, but only the higher of the two grades will be used to compute GPA. Students will receive credit only once for the course.

An exception to this rule is made for sequential courses. A student cannot retake the first course in a sequence if they have already received credit for the second sequential course. (For example, students may not repeat Accounting Foundations I once they have credit for Accounting Foundations II.)

If a failed course was taken initially at Davenport University, it is strongly recommended that the retake also be completed at Davenport. Completing the course at another institution will not offset the impact of the failing grade on the cumulative and/or major grade point average.

Many courses from the College of Health Professions and the Nursing program may only be repeated once if a failing grade is earned. The College of Health Professions Student Handbook and the Nursing Program Student Handbook detail any special requirements for their courses and programs. Students must contact their Advisor to determine eligibility for the repeat.

**Graduation Requirements**

Students at Davenport University may graduate at the end of any semester in which they complete the coursework required for the curriculum in which they are enrolled and meet all graduation requirements. Students must maintain a minimum overall 2.0 cumulative grade point average (GPA) as well as a minimum of a 2.3 GPA in their major. There are two exceptions to those minimums: students in the nursing programs must have a minimum 2.7 GPA in their major and students in the post-baccalaureate certificate programs must have an overall 2.3 GPA in their required courses. Students must also fulfill the credit hour and residency requirements for their prescribed curriculum. The Michigan Department of Education requires that students earning an associate’s degree must complete a minimum of 60 semester hours of instruction, and students completing a bachelor’s degree must complete a minimum of 120 semester hours of instruction.

Davenport University adheres to this standard and has designed its curricula to satisfy this requirement.

Students planning to participate in the Commencement Ceremony must purchase their cap and gown online (cost will be approximately $30 - $60 depending on degree level). A graduation celebration is held at most campuses so that students can order announcements, and meet with a Career Services Coordinator and a member of the DU Alumni Association. Look for information on the campus events at http://www.davenport.edu/registrars-office/graduation-information/commencement-ceremony-information/grad-salute-information. Formal graduation ceremonies are held near the end of winter semester for all graduates of the current academic year. The ceremony is open to students who have completed or will complete their course requirements by the end of the spring/summer semester and have met all relevant processing deadlines. All eligible students are encouraged to take part in the ceremony. Go to the Graduation Information website at http://www.davenport.edu/central-records-office/graduation-information and there is additional information on the Commencement Ceremony at http://www.davenport.edu/registrars-office/graduation-information/commencement-ceremony-information.

**Application for Graduation**

Every candidate for graduation must submit an application for graduation. Students who elect not to participate in the commencement ceremony must still file a graduation application. Graduation applications are available from the Student Services Office or on the Davenport website under Undergraduate Information.

Diplomas are ordered at the end of each semester for those students who have graduated and have submitted an application for graduation. The printed Diplomas reflect the academic credential earned and will only show the degree level awarded. The major and specialty will be reflected on the transcript. Diplomas are mailed to the student’s address 6–8 weeks after the final date of the semester in which all degree requirements are met. Diplomas cannot be released for any student with a financial obligation to the University.
Graduation Honors

Students with a cumulative GPA of 3.50 or higher are recognized as honor graduates. The three honors categories for associate and bachelor’s degree students are the following:
- With Highest Honor 3.90 to 4.00
- With High Honor 3.70 to 3.89
- With Honor 3.50 to 3.69

Prospective winter or spring/summer semester graduates’ cumulative grade point average at the end of the last completed session/semester will be used to determine honor eligibility for the graduation ceremonies. The appropriate designation will be indicated on the diploma and transcript of associate’s and bachelor’s degree graduates when it is mailed to the student.

Coursework and Grades

Description of Course Numbering System

The first digit of the course number indicates the following academic level:
- 000 level Foundations of Learning courses (below college level)
- 100 level courses primarily for freshmen
- 200 level courses primarily for sophomores
- 300 upper level courses primarily for juniors
- 400 upper level courses primarily for seniors
- 500-700 reserved for graduate courses

Syllabi

Instructors will review the course syllabus with their students at the first class meeting. The purpose of the syllabus is to inform students of the instructors’ expectations, learning outcomes, methods, assignments, evaluation procedures, etc. Students should observe these syllabi as “intent” and not as a “contract.”

Grading System/Scale

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of AU, CR, I, LATE, NC, P, W and WM are not included in the GPA calculation. However, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate, diploma, and degree-seeking students. Following is the grading system of the University.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00              Failing: credit is counted in GPA but not as credit earned.</td>
</tr>
<tr>
<td>NF</td>
<td>0.00              No Show Failing: credit is counted in GPA but not as credit earned. Class was not officially dropped.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit: by arrangement, completed during the drop/add period of each term. No credit is earned.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit earned without calculation into the GPA/Completed Requirements.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete: given only when extenuating circumstances allow an agreement to be made between the student and instructor to complete the coursework after the semester has ended. Incomplete (I) grades are changed to Failure (F) if not completed 30 business days into the next semester.</td>
</tr>
<tr>
<td>LATE</td>
<td>Late grade: given when there is a delay in submission of grade.</td>
</tr>
<tr>
<td>NC</td>
<td>No credit/Not Completed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal by official deadline determined by length of course. Students not withdrawing by the official deadlines who do not complete the course will receive a grade of “F”.</td>
</tr>
<tr>
<td>WM</td>
<td>Withdrawal—Military</td>
</tr>
</tbody>
</table>

Letter grades that are followed by the *@ characters are given in all Foundations of Learning (below college-level) courses. These grades, such as A*@ or C*@, allow students to understand how well they performed in the course. A grade designated with the *@ characters will not be used in calculating the semester or cumulative GPA.

Students must have a cumulative GPA of 2.0 or higher plus a GPA of 2.3 or higher in their major to graduate. Students in the Nursing Program must also meet the 2.0 or higher cumulative GPA but they must achieve a GPA of 2.7 or higher in their major to graduate. Davenport University maintains a permanent academic record for each current and former student.

Final Assessment

To complete a course successfully, students must complete the final comprehensive assessment. Students who do not complete the final assessment will receive an “F” in the course. It is the student’s responsibility to contact the instructor or the University to see if a makeup final assessment is possible.

Withdrawals

It is the student’s responsibility to initiate all withdrawals at any time throughout the semester, and students are responsible for being aware of the last date to withdraw without academic penalty. All students wishing to withdraw from a course at any time after the start of the semester or session should contact their Academic
Students should be aware that an “I” grade in a course does not prevent the completion of the course. If the student stops attending and/or fails to withdraw officially from a class, Students who officially withdraw from a class before the last date to withdraw without academic penalty will receive a grade of “W”. The Director of Academic Services or the Campus Associate Department Chair may allow students to withdraw from a class past the last date to withdraw without academic penalty provided they submit documentation of an unusual circumstance and provided the class has not yet met for the final assessment.

If a student is forced to withdraw or fails to withdraw in a timely manner from his/her classes based on extenuating circumstances, there is an appeal process. The appeal process allows the student to explain the extenuating circumstance and request consideration regarding tuition and fee charges incurred from that withdrawal. Extenuating circumstances may include a serious illness of the student or his/her immediate family members, death of an immediate family member or a mandatory military commitment. Supporting documentation must be submitted with the appeal. Students may only submit two (2) appeals during their time as an undergraduate and graduate student at Davenport University. The appeal form and process, called the Reduction or Waiver of Charges Appeal, are found on the Student Connection at http://www.davenport.edu/office-accounting-services/bursar/billing-information/charge-appeal-form.

Incomplete Grades

If faced with an emergency such as a severe illness that prevents the completion of a course within the session/semester, students may request an Incomplete, using the Incomplete Request form. Students must have successfully completed at least 70 percent of the coursework for that course for the request to be considered. The faculty member may accept or deny the request. Documentation may be required. If accepted, the faculty member will sign the form and forward it to the Director of Academic Services or the Campus Associate Department Chair of the student’s home campus for final approval or denial of the request.

If approved, a grade of “I” will be recorded on the grade report. A copy of the Request Form will be filed in the Registrar’s Office, and the student and the faculty member will each receive a copy. The maximum time allowed for an Incomplete is 30 business days after the start of the next semester. Faculty may designate fewer than 30 business days if they so choose. After 30 business days, the grade will automatically be changed to an “F”.

Students should be aware that an “I” grade in a course does not reflect credit in the course. If a course with an “I” grade is a prerequisite for another course, that other course may not be taken until the “I” grade has been changed to reflect a passing grade.

Because the Foundations of Learning courses are not used in calculating GPA, an “I”Incomplete grade is not permitted. Extenuating circumstances or an emergency as mentioned above may be discussed with the instructor and the Department Chair or Online Department Coordinator.

Final Grade Appeal

The grade appeal process should be used only when the student believes that the final course grade assigned is unfair. It is not to be used to challenge grades on individual assignments or quizzes. A grade appeal is not appropriate when a student simply disagrees with the faculty member’s judgment about the quality of the student’s work. Grounds for a grade appeal are:

- The grade has been assigned on the basis of something other than performance in the course.
- Standards utilized in the determination of the student’s grade are more exacting or demanding than those applied to other students.
- An error in calculating the grade.
- The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description or syllabus distributed at the beginning of the course.

The Director of Academic Services, the Campus Associate Department Chair, or his/her designee is responsible for ensuring that the appeal is resolved in a timely manner. The grade appeal should be finalized within 30 days from Step 1.

It is the responsibility of the student to justify that a change of grade is an appropriate action. Students must adhere to the timelines delineated in this policy.

**STEP 1:** Within THREE days of the beginning of the following session, the student begins the grade appeal process by contacting the Instructor in an attempt to resolve the grade dispute in an informal and cooperative atmosphere, utilizing the Grade Appeal Form. (The instructor should document this meeting on Part 1 of the Appeal Form. The instructor will forward the completed Appeal Form to the Director of Academic Services, the Campus Associate Department Chair, or his/her designee.)

**STEP 2:** If the student and instructor are unable to reach a resolution, the student will submit a detailed written statement, with supporting documentation, to the Director of Academic Services or his/her designee within 10 days of the instructor’s denial to begin the formal appeal process following the instructor’s response. The Director of Academic Services, the Campus Associate Department Chair, or his/her designee will facilitate a discussion with the Instructor, the student, and the Department Chair either face to face or via email. The student will be informed of the decision by the Department Chair. Part 2 of the Appeal Form will be completed and returned to the student with the decision of the Department Chair.

**STEP 3:** If the issue is not resolved to the student’s satisfaction in Step 2, the student may submit a request to the Department Chair to appeal to the Student Faculty Relations Committee (SFRC) within 10 days of the Department Chair’s denial. In order to advance the appeal to this third and final step, the student must provide information that has not previously been considered as a part of the appeal or additional documentation demonstrating why the decision reached by the Department Chair was in error. The Department Chair will establish an ad hoc (pro tem) review committee made up of a student, a faculty member, and a department chair. The Department Chair will forward all written documentation,
including the Appeal Form, to the SFRC. The SFRC will provide a written decision. The decision of the SFRC is final.

Students who appeal an online course grade must use email.

**Grade Point Average**

Students must maintain a minimum overall 2.0 cumulative GPA as well as a minimum of a 2.3 GPA in their major. Nursing students are required to meet a minimum 2.7 GPA in their major.

The cumulative GPA is determined by dividing the total honor (grade) points earned by the total credit hours attempted. Similar computations determine the cumulative GPA in the major. These calculations do not include grades or hours attempted and/or earned in noncredit courses or grades of AU, CR, I, LATE, NC, P, W, and WM. Grade point averages are calculated only on credits attempted at Davenport University.

**Academic Honors Recognition**

As part of its recognition of academic achievement, the University establishes the President’s List and Dean’s List at the end of each semester. The University also hosts an annual honors celebration. At this event, students who have distinguished themselves through academic excellence are recognized for their accomplishments. Many campuses also recognize students for their outstanding contributions in extracurricular activities and/or community service.

**President’s List and Dean’s List**

Each semester Davenport University recognizes undergraduate students that have achieved academic excellence. Whether a student is considered part time or full time Davenport wishes to acknowledge his/her academic success. Inclusion on the President’s List or Dean’s List is noted on the official transcript and a letter of congratulations is sent.

**President’s List Criteria**

Students who receive a 3.80 or above semester GPA are eligible for the President’s List if they meet the following conditions:

- The student earned six (6) or more credits for the semester and
- The six credits were earned for courses which were used in calculating the semester GPA.

**Dean’s List Criteria**

Students who receive a 3.50 – 3.79 semester GPA are eligible for the Dean’s List if they meet the following conditions:

- The student earned six (6) or more credits for the semester and
- The six credits were earned for courses which were used in calculating the semester GPA.

The President’s List and Dean’s List are generated at the end of the fall semester, winter semester, and spring/summer semester. Only the grade point average as of the end of each semester will be used to determine eligibility for this recognition.

**Transcript Request Procedure**

Official academic transcripts can be ordered online through the National Student Clearinghouse www.studentclearinghouse.org. This service allows secure ordering online 24/7 with the ability to track the order online. The current fee is $10.00 per transcript and is subject to change by action of the Board of Trustees.

Transcripts sent to students will be stamped “ISSUED TO STUDENT” and may not be accepted by another college/university or employer as official. Davenport University strongly recommends that transcripts be sent directly from the University to their final destination. Transcripts cannot be released for any student with a financial obligation to the University.

The process to order transcripts detailed above is also used to order transcripts from any of the institutions listed below.

**Davenport University antecedents:**

- Davenport College
- Detroit College of Business
- Great Lakes Junior College
  (formerly: Saginaw Business Institute)
- Lansing Business Institute
- Parsons Business College

Davenport University is designated as the “keeper of records” for the following institutions:

- Argubright College
- Borgess School of Nursing
- Institute of Merchandise and Design
- Jordan College
- Nazareth College

Transcripts (or copies) sent to Davenport University from other institutions cannot be released.

**Davenport University Institutional Review Board**

**Protecting the rights of human research subjects**

The role of the Davenport University Institutional Review Board (IRB) is to review and approve, when in compliance, all proposed academic research at DU or by DU faculty, staff or students to ensure that the research meets Federal standards for the safety and protection of any human subjects involved in the research.

The Institutional Review Board for an institution is a committee mandated by Federal laws to protect the rights and welfare of the human subjects participating in research activities. Compliance is monitored by the Office of Human Research Protection (OHRP) of the U.S. Department of Health and Human Services. The law is specific to research conducted or supported by a federal department or agency. However, a majority of research institutions voluntarily apply this regulation (45CFR46) to all academic research conducted at their site; regardless of status or source of funding.

Visit http://www.davenport.edu/academics/institutional-review-board-irb for additional information on the DU Institutional Review Board, frequently asked questions, forms and procedures.

**Academic Integrity**

**Dishonesty**

Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a vibrant academic community of faculty and students. All members of an academic community shall be confident that each person’s work
has been responsibly and honorably acquired, developed and presented. The work that a student submits shall be a fair representation of his/her ability, knowledge and skill. The University expects students to respect and exhibit these principles as they form the basis of the quality of the institution and the quality of Davenport’s graduates. As stated in the Student Code of Conduct the University may discipline a student for academic dishonesty. Academic Dishonesty is defined as any activity that undermines the academic integrity of the institution.

Academic dishonesty includes, but is not limited to, the following:
1. Cheating
2. Fabrication
3. Facilitating Academic Dishonesty
4. Interference
5. Plagiarism, including self-plagiarism, which is defined by the 2010 APA Manual sixth edition, Section 6.2, page 170, as being “The practice of presenting one’s own previously published work as though it were new”
6. Violation of Course Rules

Definitions of these violations can be found in the Student Code of Conduct (http://www.davenport.edu/student-affairs/studentconduct/policies)

Minor violation
A minor violation occurs the first time the student has a breach of academic integrity and typically involves an assignment or activity that does not represent a significant part of the course grade. The academic sanction for a minor Academic Dishonesty violation will be up to the discretion of the faculty member but generally will be a zero given on the assignment or activity.

Major violation
A major violation can occur in one of two ways:
1. A major level violation occurs the second time a particular student has a breach of academic integrity involving an assignment or activity regardless of whether it represents a significant part of the course grade as described above.
2. A major level violation occurs when the infraction is a first violation that occurs on an assignment or activity that is a significant part of the course grade such as an exam or major paper.

The sanction for a major academic integrity violation shall be an “F” in the course. When an academic integrity violation includes flagrant behavior or the student’s overall behavior or performance record is substandard, the faculty member shall refer the incident to the Office of Student Affairs for disciplinary action pursuant to the Student Code of Conduct. The Office of Student Affairs may also initiate disciplinary procedures against students with repeated academic integrity violations.

Process for Violations
Once a faculty member (or Department Chair) in the absence of the faculty member) believes a student has violated the Academic Dishonesty Policy either during the course or after the completion of the course, will notify the student via the University’s student email system (PantherMail) within ten business days to request a meeting to discuss the incident. This meeting can be held in person, via phone, or virtually. As a result of this meeting, if the faculty member determines there is a violation, he/she will submit a University Incident Report along with any supporting documentation, and can assign a sanction for the incident. Notification of a sanction shall be submitted to the Department Chair and College Dean. If the student does not respond to the faculty member’s request for a meeting or if the student fails to meet with the faculty member, the faculty member can submit a University Incident Report along with any supporting documentation, and can assign an academic sanction for the incident. A student involved in the Academic Dishonesty Policy violation process may continue coursework until the matter is final unless due to the nature of the violation the Provost deems the student unfit to continue in the class, and/or participate in an internship/clinical.

Appeal
If the student does not admit responsibility for the violation, or does not accept the sanction by the faculty member, the student may appeal in writing to the faculty member’s Department Chair. The instructor and student will both present documentation to the Department Chair within ten business days from the initial meeting. The Department Chair, or their designee, will review the documentation with the faculty member and student, either together or separately within ten business days of receiving documentation. This review can be held in person, via phone, or virtually. The Department Chair, or designee, will make a decision within ten business days. Students may still be subject to further disciplinary action under the Student Code of Conduct. If the student does not accept the decision of the Department Chair, he/she can appeal in writing to the Dean of the College in which the course resides (or designee) within five business days of the decision of the Department Chair. The appeal is allowable only if there is new evidence not available at the time the student met with the Department Chair, or if the student believes the sanctions were disproportionate to the violation. The Dean will decide whether or not there is a basis for an appeal and, if there is, upon consideration of the appeal may, using his or her discretion, change any determination and any sanction levied within ten business days of the appeal. The decision of the Dean will be final. The student may still be subject to further disciplinary action under the Student Code of Conduct.

Attendance Policy
Regular attendance and active participation in classes are essential elements in the learning process. Students are expected to attend all class sessions beginning with and including the first class session.

This practice has been shown to increase the success levels and retention of Davenport University students. For this reason, in all Foundations of Learning and 100 level courses, attendance will be reported on a daily basis until the last day to drop with a “W” grade for every semester and session.

Effective Winter 2015 2nd 7 week session, the attendance practice expanded to cover all 200 level through 400 level courses. Course attendance will be reported on a daily basis for students in 200 through 400 level courses for the first two weeks of each semester and session. Online will report at the end of the first two weeks.
Students will be administratively withdrawn for non-attendance following the process below unless previous arrangements have been made with their instructor. The instructor should be notified of a planned absence a minimum of 24 hours prior to the course meeting time.

Students must provide a valid excuse for any and all absences, and when possible, provide an official and documented excuse. Consult your instructor regarding what will be considered acceptable. The student whose absence was excused may not be penalized and may be allowed to complete an assignment, turn in a paper, and/or make up an examination in accordance with the instructor’s stated procedures and deadlines in the course syllabus.

- Instructors will consider a student’s verified illness or death of a student’s immediate family member as an excused absence.
- An absence based on a required military duty will be excused if certified by the student’s commanding officer.
- In cases of religious observances, legal obligations (such as jury duty), or attendance at official University sanctioned activities, the student must inform the instructor a minimum of 24 hours in advance for the absence to be excused.
- Student athletes should review their academic and athletic schedules at the beginning of each semester and session to determine if conflicts exist. It is the responsibility of the student athlete to communicate directly with his/her instructor(s), and make the necessary arrangements to complete the required work. The Athletic Department can provide a written notification that can be submitted to the instructor for each absence. Failure to notify the instructor at least 24 hours in advance will be treated as an unexcused class absence and the student may incur academic consequences. No class time can be missed for athletic practice or activities which would include on-field practice, training room time, team meetings, and conditioning (weight training/running).
- In rare and compelling circumstances not listed above, the student should make every effort to discuss reasonable accommodations with the instructor in advance, if feasible, or immediately upon return to class.

**Administrative Withdrawal Schedule**

For in-seat courses:

1) Any absence during the first week of the course – The student will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student’s record.

2) Reporting of attendance and possible administrative withdrawal for Foundations of Learning and 100 level courses – The Attendance Practice will continue for each semester and session until the last day to withdraw with a “W” grade. For any absence during the subsequent weeks, the student will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on that last reported date of attendance. Associated semester and course fees will not be refunded.

For online courses:

1) During the first week (7 days) of the course – Students must participate in the online course at least once a week (7 days) by submitting an assignment for grading. Attendance will be defined as participating in an academic activity within the classroom, which includes posting in a graded discussion board or submitting a written assignment or Voiceboard for grading. Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes. This includes emails, discussion topics or other forms of communication with students or the instructor. Students should be aware that more frequent and regular participation may be required to master course material and pass a course. Any student that does not meet this minimum participation during the first 7 days will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student’s record.

2) For Foundations of Learning and 100 level courses during each of the subsequent weeks of the course until the last day to drop with a “W” - Students must participate in the online course a minimum of once a week (7 days) following the detailed definition of attendance described above. Any student that does not meet this minimum will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on the last reported date of attendance. Associated semester and course fees will not be refunded.

For 200 through 400 level courses attendance will be reported for the first two weeks of the semester and session – During the second week (7 days) of the semester and session students must participate in the online course a minimum of once a week (7 days) following the detailed definition of attendance described above. Any student that does not meet this minimum will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on the last reported date of attendance. Associated semester and course fees will not be refunded.
In the event of an Administrative Withdrawal the student will receive a DU email notification from the Registrar’s Office. The email will be deemed to have been received by the student upon delivery. Students may appeal to be reinstated in the course. Depending on the course, this appeal, whenever possible, should be initiated at least one business day prior to the next course meeting or, at minimum, the beginning of the subsequent week for online. The Appeal form is available on the DU website at: http://www.davenport.edu/central-records-office/student-forms-procedures. Students must contact their instructor for reinstatement.

While Administrative Withdrawals are done in accordance with the Attendance Practice detailed above, it remains the student’s responsibility to initiate an official withdrawal in all courses. Once the session/semester starts the student must contact their advisor to initiate an official withdrawal.

In the event of absences during or after the mandatory attendance period; class assignments, projects, and class participation may be used as part of the final grade and the instructor may choose not to allow make-ups on these. The instructor is responsible for stating in the syllabus the class policies regarding pop quizzes or makeup exams that may be influenced by class attendance.

In the College of Health Professions, any absence in the MEDA designated courses and the professional practice experience (Practicum course) in many programs may constitute grounds for failure of the course. The course descriptions and/or syllabi will note these attendance expectations. Students may also reference the College of Health Professions Handbook for additional details.

Nursing students should reference the Nursing Handbook for additional policy regulations in the Nursing program.

Student Alert Process

Davenport is committed to connecting students with resources that may assist a student in meeting their educational and career goals. Davenport recognizes that early intervention is critically important to a student’s long-term academic success. To that end, Davenport faculty regularly communicate with students and their advisors regarding student academic progress and other concerns related to performance or attendance. Advisors continue the conversations begun by faculty with the student in an effort to connect the student with available academic supports and develop success strategies with the student.

Academic Standards of Progress

The Academic Standards of Progress GPA calculation will occur at the end of each semester. A letter from the University Registrar will be sent to students who fail to meet these standards, explaining the academic status.

1. Probation

Students whose cumulative GPA is below 2.0 at the end of the semester are placed on probation. If there is no improvement a student could remain on Probation for one more semester.

2. Probation with Improvement

Students who have been on Probation for one or more semesters, but whose semester GPA is above 2.0, will be placed on Probation with Improvement. Students would remain on this status as long as each subsequent semester GPA is above 2.0 and their cumulative GPA is below a 2.0.

3. Academic Suspension

Students who fail to meet the minimum semester GPA of 2.0 and the cumulative GPA of 2.0 at the end of the third semester and beyond are placed on Academic Suspension.

Students on Academic Suspension may not attend Davenport University for a minimum of one semester. These students must petition to be reinstated to Davenport University. The petition must be a typed letter sent to the campus Director of Academic Services and must explain the reasons for the poor academic performance and provide a plan for improvement. The Director of Academic Services, in consultation with the Registrar and a faculty member, will determine whether the student will be reinstated. The Director of Academic Services will have a meeting with the student to explain the conditions of re-entry to the University and to guide the student in course registration. Students who have been reinstated must achieve at least a 2.0 GPA in each subsequent semester until their cumulative GPA is at minimum a 2.0. The student will sign a Re-Entry Following Suspension Statement acknowledging these conditions.

4. Academic Dismissal

Students who do not meet the conditions of their re-entry following academic suspension will be academically dismissed. A letter from the University Registrar will be sent to students who fail to meet the standards, explaining the academic dismissal. Students who have been academically dismissed may not be reinstated at Davenport University unless they are able to show evidence of successful college performance in another accredited college or university. Successful college performance will be shown by a minimum of nine transferable semester credits in courses that are indicative of a student’s ability to perform in required courses at Davenport University. The decision regarding successful college performance will be made by the Director of Academic Services, in consultation with the Registrar and a faculty member from the student’s major field. The Director of Academic Services will meet with the student to explain the conditions of reinstatement and to guide the student in course registration. Students who have been reinstated after academic dismissal must achieve a minimum of a 2.5 GPA in each subsequent semester of attendance. The student will sign a Re-Entry Following Dismissal Statement acknowledging these conditions.

5. Final Dismissal

Students not achieving the conditions of their re-entry following dismissal will be placed on Final Dismissal with no eligibility for re-entry. A letter from the University Registrar will be sent to students who fail to meet the standards, explaining the final academic dismissal.

6. Appeal Process

A student may appeal an academic suspension or dismissal if there has been mitigating circumstances that contributed to the
dismissal or suspension. Mitigating circumstances may include the following: (1) death of an immediate family member; (2) serious injury or illness of the student; or (3) an act of nature or other catastrophic event clearly beyond the student’s control. Documentation may be required from a third party to further substantiate the circumstance.

Students who wish to appeal must submit letters and supporting documentation, when applicable, within two weeks (14 calendar days) from the Registrar’s letter notifying them of the suspension or dismissal. Written appeals must be sent to the Director of Academic Services of the student’s home campus. The Director of Academic Services must send a written decision on this within two weeks (14 calendar days) of receipt of the written appeal, with a copy of the decision to the Registrar.

NOTE: Students in the Nursing Program may be held to more exacting standards than are listed here. A failing grade (F or NF) in a NURS prefixed course may result in termination from the program. Students may appeal termination by filing a Grievance as detailed in the Nursing Program Student Handbook.

Financial aid recipients must submit a separate letter of appeal to the Financial Aid Office for consideration or reinstatement of financial aid eligibility.

Veterans’ Educational Benefits Information

Davenport University recognizes the extraordinary contributions of the members of our armed services. We also understand the unique challenges faced by active or reserve service members and veterans in transitioning to the college environment. Davenport University is committed to providing an environment that provides service members and veterans flexible learning experiences and a professional setting to pursue their academic and personal goals.

Your service may entitle you to several education benefits. Students who are currently serving, veterans, or dependents of service members and veterans may be held to more exacting standards than are listed here. A failing grade (F or NF) in a NURS prefixed course may result in termination from the program. Students may appeal termination by filing a Grievance as detailed in the Nursing Program Student Handbook.

Financial aid recipients must submit a separate letter of appeal to the Financial Aid Office for consideration or reinstatement of financial aid eligibility.

To receive military and veteran’s education benefits, a student must maintain satisfactory academic progress and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University. Only degree programs may be certified for benefits.

Students who receive veterans’ educational benefits are expected to maintain academic progress according to the criteria listed below.

1. Undergraduate degree students will be checked for academic probation, for certification purposes, based on a 2.0 cumulative GPA.
2. Davenport University will notify the VA immediately when the student has a cumulative GPA below 2.0 for two consecutive semesters.
3. Certification remains denied until the student achieves a cumulative GPA of 2.0 or higher.
4. If students withdraw from any classes or receive a failing grade for not attending, Davenport University will notify the VA of the date when the official withdrawal was done or will report the last attendance date as recorded by the course instructor.
5. Davenport University informs students who request certification for veterans’ benefits in writing of the credit granted for previous training. Students are also informed in writing of the number of credits necessary to complete the course or program for which they are enrolled. Davenport University notifies the VA of the credit granted and the reduction in training time. For more information regarding veterans’ benefits, students should contact the veterans’ certifying official at 1-866-925-3884.

Davenport University Libraries

The Davenport University Libraries’ print and electronic resources are carefully selected to support the University’s curriculum. The wifi enabled Libraries provide computers, copiers and some study rooms at 9 of Davenport’s campuses, while supporting the learning and research for all of Davenport’s students, faculty and staff, whether online or on campus. The University’s Archives are housed at the Margaret D. Sneden Library at Grand Rapids’ W.A. Lettinga Campus.

The Library Web pages (www.davenport.edu/library) offer access to many resources and services. The librarians have created some tailored online Library Guides for specific classes and general subject areas to help students determine the best resources to use. Through the Libraries’ many databases, students can find periodical articles, newspapers, annual reports, company information, marketing reports, reference articles, NoodleTools for APA help, magazines by name or subject, or databases by subject.

The electronic catalog can help students locate what they need from over 75,000 titles of books, DVDs, e-books, web sites and other resources. Using the catalog, students and alumni can request items from other Davenport Libraries, check due dates or fines and renew materials. Students and faculty can also request materials from non-DU Libraries through the Libraries’ inter-library loan form.
Research help or quick answers to questions are available in person, by telephone, by e-mail, by online chat, or by texting. For more extensive help, students can schedule an instruction session with a librarian, tailored to their research needs. Students can follow us on Facebook or Twitter for timely tips and Library news. For more information on the DU Libraries, visit www.davenport.edu/library.

Davenport University Testing

Testing is offered at many of the Davenport campuses. Students may take the COMPASS test for placement, CLEP, Competency, and DSST for course credit, Certiport Microsoft Office Specialist 2010 (MOS) exams for certification and course credit, and Prometric and Pearson VUE IT certification exams. Please check the Testing Web pages (www.davenport.edu/testing) to see which tests are offered and at which campuses. For testing questions, email Testing@Davenport.edu.

Davenport University Tutoring

Davenport University provides free in-seat and online tutoring for students. In-seat tutoring is scheduled based on the courses offered at each campus and on the session/semester course schedule. Tutoring hours are drop-in and/or by appointment. Online tutors offer more flexible hours and can be accessed by all in-seat and online students. For tutoring questions email Tutoring@davenport.edu. Resources and more information can be found on the DU Tutoring webpage (www.davenport.edu/tutoring).

Release of Information Statement

The Family Education Rights and Privacy Act (FERPA) affords students the right to access their educational records. This includes the right to:

- Inspect, review and/or request an amendment to records
- Consent to disclosures of personally identifiable information in these records
- Restrict disclosure of personally identifiable information designated as directory information that may be released without the student’s consent
- File a complaint with the U.S. Department of Education for alleged failure by Davenport University to comply with FERPA requirements

Directory information includes the student’s name, address, telephone number, email address, birth date, academic program (major field of study), dates of enrollment, enrollment status, degrees, awards, honors, past and present participation in officially recognized sports and activities, and physical factors of athletes (height and weight).

Photos taken at University sponsored events or in public areas of the campus may be used in marketing materials.

Student Right to Know

As a result of Student Right-to-Know and Campus Security Act of 1990, each educational institution must publish student completion rates for full-time, first-time undergraduate students (i.e., students with no prior college/university experience). The completion rate for the full-time first-time undergraduate students who started in the fall of 2008 and graduated by the end of the 2013/2014 academic year is 39%. These first-time full-time students made up less than 20% of the university enrollment.
NONACADEMIC POLICIES & PROCEDURES

Security Services

Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University’s annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University’s security report are available on http://www.davenport.edu risk-management or by contacting the Executive Director of Security, at (616) 732-1155.

Anti-Harassment Policy

Davenport University supports a culturally diverse academic community and is committed to maintaining a positive environment that fosters respect among those represented in the University community. The policy of Davenport University is to provide an environment free from sexual harassment and acts of harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/ gender, sexual orientation, veteran status and weight. Such harassment does harm to those who experience it and destroys the environment of mutual respect and tolerance that must prevail if Davenport University is to fulfill its mission. Therefore, prohibited harassment will not be tolerated at the University.

Prohibited Conduct

Harassment

Harassment is unprofessional conduct that could reasonably be understood as any of the following:

1. Having the purpose or effect of creating an intimidating, hostile, or offensive environment,
2. Having the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Submission to or rejection of such conduct by an individual is implicit as a term or condition of an individual’s participation in or access to educational activities and programs, or

Such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Consensual Relationships

Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

Complaint Procedure

A faculty or staff member with a complaint should immediately report it to his or her supervisor and the Human Resources Office representative. A student or visitor who becomes aware of a complaint should immediately report it to the Campus Director. In the event that a supervisor is contacted, the supervisor is responsible for ensuring that the Human Resources Office representative is notified. Depending upon the alleged complaint, the Human Resources Office representative or Director of Student Services may contact the Department of Security Services or appropriate local authorities to conduct an initial inquiry and determine whether criminal charges are warranted. The Human Resources Office representative or the Campus Director will review complaints in accordance with applicable University policies and procedures. All good faith complaints shall be investigated and appropriate corrective action will be taken based on results of the investigation.

Awareness

Members of the University community are responsible for knowing and understanding the University’s policy prohibiting harassment. Faculty and staff who do not understand the policy should contact their department head or director. Department heads or directors who need assistance in understanding, interpreting, or applying the policy should contact Human Resources for clarification.

Harassment Accusations

The accused will have an opportunity to hear and respond to the complaint brought against him/her. Judgments are not made or action taken until the investigation is complete. Whether a specific act violates the policy, will be determined on a case-by-case basis, with proper regard for all circumstances.
Sanctions
Any person who violates the University’s Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies), which could include, but is not limited to, dismissal, according to due process, from the University and/or termination of employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state and/or federal laws.

Retaliation
Any attempt to retaliate against an individual who files a good faith complaint is prohibited by this policy and by law. Any attempt of retaliation is subject to the above sanctions and legal charges.

Anti-Violence Policy
Davenport University is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors, and therefore adopts a zero-tolerance policy against any form of violence. Davenport University will not tolerate any threats, intimidation, or acts of violence on our premises or against our students, faculty, staff, student employees, distributors, or visitors. The University’s prohibition against threats, intimidation, and acts of violence applies to all persons involved in University operations, including, but not limited to, students, faculty, staff, student employees, contract and temporary faculty/staff, and anyone else on University property. This policy applies to all University facilities and other locations where faculty/staff are engaged in University business.

Violations of this policy by any individual will be subject to disciplinary and/or legal action, as appropriate. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Anyone who attempts to retaliate may be immediately terminated from his or her employment and/or dismissed from the University.

Definitions
A threat of violence includes any behavior that could be interpreted, by a reasonable person, as intent to cause harm to another person or damage to property.

- **Intimidation** – To coerce or inhibit by threats.
- **Act of Violence** – Conduct that causes bodily or intentional emotional injury to another person or damage to property.
- **Staff** – All regular, temporary, contract, and adjunct full-time and part-time faculty/staff, and student employees.
- **Students** – As defined in the Student Code of Conduct.

Examples of Acts of Violence
Some examples of prohibited violence include, but are not limited to, the following:

- **Hitting** – Hitting, slapping, or shoving an individual.
- **Harming** – Threatening and/or harming an individual, his/her family, friends, associates, or his/her property.
- ** Destruction** – The destruction of property owned, operated, or controlled by the University.
- **Threats** – Making a threat of violence through telephone calls, letters, electronic mail, or other forms of written, verbal, or electronic communication.
- **Intimidation** – Intimidating or attempting to coerce an individual to do wrongful acts.
- **Sabotage** – Sabotaging equipment or intentionally damaging property.

- **Suicide** – Disrupt the University community with a threatened or attempted suicide.
- **Weapons** – Possessing or displaying weapons.
- **Assault** – Assault, arson, homicide, or inflicting bodily harm.

Complaint Procedures
If there is an emergency that requires police and/or medical personnel, please contact the local police or sheriff’s department and then notify those individuals responsible for security services. The necessary personnel will assist.

Faculty/staff who become aware of a threat, intimidation, or an act of violence should immediately report it to their supervisor and those responsible for security services. When an issue involving employees occurs, Human Resources must also be contacted. A student or visitor who becomes aware of a threat, intimidation, or an act of violence should immediately report it to their supervisor and those responsible for security services.

Sanctions
Violation of the University’s anti-violence policy may result in legal action, criminal charges, and disciplinary action up to and including immediate dismissal from the University.

Drug and Alcohol Policy
Davenport University has a vital interest in maintaining a safe and healthful learning environment for the benefit of its students, faculty and staff, and to ensure its successful operation as an educational institution. The University has established the following policy, which reinforces the University’s commitment toward promoting a drug-free learning and working environment:

It is the policy of Davenport University that the unlawful manufacture, distribution, dispensation, sale, purchase, possession, or use of controlled substances and alcohol is prohibited on University property or as part of its activities.

As a condition of receiving an education at Davenport University, each student is required by federal and state law to comply with the terms of this statement. Any student, faculty or staff member who is found to have violated the policy will be subject to sanctions by the University, which may include suspension, termination, expulsion and referral for prosecution. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or re-entry programs. In addition, the University offers 24/7 access to its Students Assistance Program which is designed to address substance use and other problems that negatively affect students’ performance. Students should refer to http://www.davenport.edu/student-affairs/health-wellness for available treatment options.
There are numerous terms used by Davenport University in our policy and procedures as outlined below.

**Sexual Conduct**

Sexual assault: Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent.

Sexual misconduct: Any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent.

Specific examples of sexual assault and misconduct covered in this policy include but are not limited to the following:

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.
- Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional dis-
tress means significant mental suffering or anguish that may, but does not necessarily, require medical or other profession-
al treatment or counseling. Reasonable persons means a rea-
sonable person under similar circumstances and with similar
identities to the victim.

For the purposes of complying with the requirements of this sec-
tion and section 688.41, any incident meeting the above definitions
are considered a crime for the purposes of Clery Act reporting.

Consent: It is the responsibility of the person initiating sexual activ-
ity to make sure the other person is capable of consenting to that
activity. Consent is given by an affirmative verbal response or acts
that are unmistakable in their meaning. Consent to one form of
sexual activity does not mean consent is given to another type of
activity or any subsequent sexual activity. Consent is a clear, freely
given, verbalized “yes” to sexual activity. The absence of “no” is
not consent. Silence, in and of itself, cannot be interpreted as con-
sent. Furthermore, a verbalized “yes” which has been coerced,
does not constitute a freely given “yes”. Individuals who consent
to sex must be able to understand what they are doing. A person
may not be able to give consent if they are under the age of 16, if
they are legally mentally incapable, mentally incapacitated or
physically helpless. This may include impairment due to drug or
alcohol use. Consent can be given by words or actions, as long as
those words or actions create mutually understandable clear per-
mission regarding willingness to engage in (and the conditions of)
sexual activity.

How to be an Active Bystander
Bystanders play a critical role in the prevention of sexual and rela-
tionship violence. They are “individuals who observe violence or
witness the conditions that perpetuate violence. They are not
directly involved but have the choice to intervene, speak up, or do
something about it.” [1] We want to promote a culture of commu-
nity accountability where bystanders are actively engaged in the
prevention of violence without causing further harm. We may not
always know what to do even if we want to help. Below is a list [2]
of some ways to be an active bystander.

If you or someone else is in immediate danger, dial 911. This could
be when a person is yelling at or being physically abusive towards
another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If
you see someone who looks like they could be in trouble or
need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out
with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual
advantage of another person.
4. Believe someone who discloses sexual assault, abusive
behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this doc-
ument for support in health, counseling, or with legal
assistance.

tion through bystander intervention. Sex Roles, 60, 779-792.

[2] Bystander intervention strategies adapted from Stanford
University’s Office of Sexual Assault & Relationship Abuse

Risk Reduction
With no intent to victim blame and recognizing that only rapists are
responsible for rape, the following are some strategies to reduce
one’s risk of sexual assault or harassment (taken from Rape,

1. Be aware of your surroundings. Knowing where you are and
who is around you may help you to find a way to get out of a
bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if
no one is around.
3. Walk with purpose. Even if you don’t know where you are
going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or
uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this
can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and
that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t
trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you
can be more aware of your surroundings, especially if you are
walking alone.
9. When you go to a social gathering, go with a group of
friends. Arrive together, check in with each other throughout
the evening, and leave together. Knowing where you are and
who is around you may help you to find a way out of a bad
situation.

10. Trust your instincts. If you feel unsafe in any situation, go
with your gut. If you see something suspicious, contact law
enforcement immediately (local authorities can be reached by
calling 911 in most areas of the U.S.).

11. Don’t leave your drink unattended while talking, dancing,
using the restroom, or making a phone call. If you’ve left your
drink alone, just get a new one.
12. Don’t accept drinks from people you don’t know or trust.
If you choose to accept a drink, go with the person to the bar
to order it, watch it being poured, and carry it yourself. At par-
ties, don’t drink from the punch bowls or other large, common
open containers.

13. Watch out for your friends, and vice versa. If a friend seems
out of it, is way too intoxicated for the amount of alcohol
they’ve had, or is acting out of character, get him or her to a
safe place immediately.

14. If you suspect you or a friend has been drugged, contact
law enforcement immediately (local authorities can be
reached by calling 911 in most areas of the U.S.). Be
explicit with doctors so they can give you the correct tests (you
will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation
here are some things that you can try:

a. Remember that being in this situation is not your fault.
You did not do anything wrong, it is the person who is
making you uncomfortable that is to blame.

b. Be true to yourself. Don’t feel obligated to do anything
you don’t want to do. “I don’t want to” is always a good
enough reason. Do what feels right to you and what you
are comfortable with.
c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you or someone you know has been the victim of one of the offenses defined above while at Davenport, please contact a university staff member or a designated Title IX coordinator.

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Campus Use Guidelines

Bookstore

Lettinga Campus Students Taking Classes on Campus:
The Lettinga campus bookstore offers textbooks and course materials for all in-seat Lettinga Campus classes. Please visit www.duspirit.com to view the current titles offered. Prices and course information are subject to change.

Online Classes or Students at Campus Locations:
Students may purchase online and in-seat course materials through the online bookstore service, Akademos. Materials are available approximately 30 to 45 days before the start of courses and will be delivered directly to the student.

Students can order books online, by mail, or by toll-free fax or phone. Visit http://davenport.textbookx.com or call Akademos at (800) 887-6459 for more information.

Students should order their books at least 10 days before the start of the course.

Book Vouchers:
Book vouchers are a part of your financial aid package. To establish a book voucher or if you have questions regarding your book voucher, speak with your advisor or email bookvouchers@davenport.edu

You may use your book vouchers to purchase your books and any required course materials. You may use your voucher at the Lettinga Bookstore, and the online bookstore: http://davenport.textbookx.com


Further Information:
For further information, please see Bookstore Information at www.davenport.edu. You will find information and videos for step by step ordering information, current store hours, specials, events, and contact information.

Information Technology Use Policy
Davenport University provides several technology resources for use by faculty, staff, students, and other users that support its educational mission. These resources are continually changing due to advancements, but currently include computer hardware, software, services, email, voicemail, networks, mainframe, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. Email is provided to facilitate communications concerning the University’s educational mission and related business; the use of the University’s email system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

All information residing in Davenport University’s computers, computer networks, and voice mail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University’s software or software owned by or licensed from third parties.

Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University’s computers or networks. All loading of outside software, data, or information shall be performed by someone who is authorized by the University to do so.

Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:
- Protect all password and login information.
- Deny access to unauthorized users.
- Receive proper training prior to access.
- Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources.

Information technology resources may NOT be used:
- For personal gain.
- For any illegal activity.

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Students can order books online, by mail, or by toll-free fax or phone. Visit http://davenport.textbookx.com or call Akademos at (800) 887-6459 for more information.

Students should order their books at least 10 days before the start of the course.

Book Vouchers:
Book vouchers are a part of your financial aid package. To establish a book voucher or if you have questions regarding your book voucher, speak with your advisor or email bookvouchers@davenport.edu

You may use your book vouchers to purchase your books and any required course materials. You may use your voucher at the Lettinga Bookstore, and the online bookstore: http://davenport.textbookx.com


Further Information:
For further information, please see Bookstore Information at www.davenport.edu. You will find information and videos for step by step ordering information, current store hours, specials, events, and contact information.

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To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit material, pirated software, or destructive materials (i.e., viruses, worms, etc.).

To send harassing, abusive, intimidating, discriminatory, or other offensive emails.

Despite the use of passwords, all information on the University's computer networks, computers, and voicemail networks are not private to employees. All information, communications, and data related to the University’s business sent or stored on University-provided computers and networks remain its property. Any information sent or stored on University-provided networks and computers can be monitored and inspected by the University in its discretion at anytime without notice. All passwords and codes on computers and networks must be approved by and be accessible to the University.

The University reserves the right to restrict, monitor, and/or interrupt the use of technology resources and the communications sent through any University technology resources, service, or online network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment. Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

Email General Information

Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

Parking

Some Davenport University locations require a parking permit. Some locations charge a fee to obtain a parking permit. Unauthorized automobiles and those not parked according to regulations may be ticketed, towed and/or fined. Charges may be applied directly to a student’s account. Students may be processed judicially for non-compliance with the University’s Parking Policy. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

Additional regulations associated with driving and parking on campus are noted below:

- Motor vehicles shall be parked only in lot(s) as designated by the parking permit issued by Security Services.
- Parking on driveways, roadways, sidewalks, lawns and within yellow zones, whether posted or not, is strictly prohibited. Parking in zones designated for University personnel including maintenance, Residence Life Staff, or Security is also strictly prohibited.
- Motorcycles and mopeds shall be parked only in designated parking lots. Motorcycles and mopeds may not park at bike racks.
- Tailgating: while support of our Athletic teams is highly encouraged, any form of tailgating that is disruptive, disorderly and/or that detrimentally impacts the University community or causes a danger is strictly prohibited. Consistent with University policy, the use, possession or distribution of alcohol is strictly prohibited while tailgating.
- For general maintenance or snow removal, all members of the University community may be asked to remove a vehicle from a lot and/or be provided notice of a lot closure and vehicle displacement for a temporary period of time. Compliance with any request of this nature is expected.

Service Animals

Service animals are dogs trained to assist people with disabilities in the activities of normal daily living. The Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (MPWDCRA) enable service animals accompanying persons with disabilities to be utilized at Davenport. The ADA definition of service animals is "... any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." The full policy and procedures concerning Service Animals can be found at http://www.davenport.edu/student-affairs/disability-services.

School Closing for Inclement Weather

When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website. Students and staff should check carefully for information about the campus they attend or work at, since it is possible that some campuses may close while others remain open.

Student Illness Statement

As permitted by law, the University reserves the right to require students who contract a contagious disease to withdraw from the University until they present a doctor’s statement that they are no longer infectious to others.

Student Lounges

Most campuses have Student Lounges where students may meet informally, and most of them have food and beverage vending machines. These lounges are intended for student use only. Some campuses also have a microwave oven for heating food. Bulletin boards are located at campuses for the purpose of sharing information regarding University sponsored or sanctioned events. Each campus must adhere to the University Posting Policy. In order to post on any designated bulletin board, posters must be approved prior to posting. Those interested in posting information should contact Security Services or the Campus Director at their location regarding the approval process.

Use of the Davenport University Name and Logo

All information regarding proper and allowable use of the Davenport University name and associated logos can be found on http://www.davenport.edu/branding-style-guide or by contacting the University’s Marketing Department at 616-732-1170.

Vaccination

Although general admission to Davenport University does not require proof of vaccination, students are encouraged to discuss the timing, risks and benefits of vaccination with their health care providers.
providers. Students entering the College of Health Professions will need to view the College of Health Professions handbook for health requirements which include vaccination requirements.

**Telephone Messages and Usage**
Students who receive an emergency telephone call will be notified in class. Please inform family, friends, etc., that emergency phone messages are for true emergencies only.

**Use of University Buildings and Equipment**
Campus facilities are open throughout the day and evening for the convenience of our students. Non-academic use of the facilities by groups must be approved by the campus administration.

If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved.

A clear distinction is made between classroom and office equipment at each campus. Office equipment—such as photocopiers, fax machines, postage meters, and office computers—is not for general student use. Photocopies can be purchased for a nominal fee in designated campus offices or in the Davenport University Library.

**Student Arbitration Policy**

It is the policy of Davenport University (the “University”) to encourage whenever possible the use of internal dispute resolution processes to resolve student disputes and to utilize arbitration to resolve such disputes where internal processes are unsuccessful.

The University believes that arbitration of student disputes is an effective alternative to litigation for all concerned. The arbitration process offers several advantages to both students and the University. Binding arbitration is normally much faster and simpler than court proceedings. Because of this, it is also less costly.

It is vital to understand that this Student Arbitration Policy (the “Policy”) does not create or destroy any legal rights; it changes the relationship of the University to the student relating to any Covered Claim (as defined below) to resolve disputes. This Policy is not a freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.

1. **Relationship to the Complaint Resolution Process.** The Student Code, together with the University policies and procedures (collectively, the “Internal Process”) as identified in the Undergraduate and Graduate Catalog, contains the University’s dispute resolution procedure for students. The Internal Process uses different techniques, ranging from discussions with a student’s professor or faculty member to a more formal review, to resolve disputes. This Policy is not part of the Internal Process. It is, instead, a separate and freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.

2. **Initiating Arbitration.** To demand arbitration of a Covered Claim, the demanding party must provide written notice to the other party no later than one hundred and eighty (180) calendar days from the date when the Covered Claim first arose or within the time period provided by law, if that time period is less than one hundred and eighty (180) calendar days. The demand must specifically identify the act(s) or omission(s) the party is disputing, identify the pertinent sections of the Student Code, statutes, law, and/or regulations on which the dispute is based, as applicable, and state what relief the party wants to obtain from the arbitration process. If a demand does not include the information in the preceding sentence, the responding party may request a more detailed statement of the claim(s) from the demanding party after appointment of an arbitrator. A student’s demand for arbitration must be provided to the University’s Provost by hand delivery or by first class mail. The University’s demand must be directed to the student’s last known address by first class mail. Failure to make a timely written demand for arbitration means that the party’s claims have been forever waived and can no longer be pursued against the other party in any forum.

3. **Arbitration Proceedings.** Within 15 days of initiating or receiving an appropriate, timely demand for arbitration, the University shall provide the student with a list of no less than three potential arbitrators who shall be independent third parties. The student must select an arbitrator from the list provided by the University. If the student does not select an arbitrator from the list within 15 days from the date the list is sent by the University to the student, the University shall select an arbitrator from the list and that selection shall be binding on the student. The arbitration proceedings shall be confidential. The arbitration hearing(s) shall be held in the County where the student attends(ed) classes. Except to the extent inconsistent with this Policy, the arbitration shall be conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association, without application of any supplementary procedures, but the University shall not be required to, and the student may not elect to, utilize the services of the American Arbitration Association to manage or conduct any arbitration proceeding. Any costs and expenses of the arbitration shall be borne equally between the University and the student, with each party to bear its/his/her own attorney’s fees and expenses. Any award under this Policy may be confirmed and a judgment rendered upon the Award by a court of competent jurisdiction. The University and the student hereby consent to the jurisdiction of any state court located within the County of Kent, Michigan or any federal court for the United States District Court for the Western District of Michigan for the entry of any judgment upon any Award.

4. **Waiver of Judge or Jury Trial.** By virtue of a student’s acceptance of this Policy on the Application for Admission and becoming enrolled or continuing to attend the University, the student and the University mutually agree to submit to final and binding arbitration all Covered Claims which they have against each other that would otherwise be brought in state or federal court or in an administrative agency. Consequently, both the student and the University expressly waive any right...
to have any Covered Claim resolved in a court of law by a
judge or through a jury trial or before an administrative
agency.

5. Covered Claims. A “Covered Claim”, for purposes of this
Policy, means any claim that could be brought in state or
federal court or administrative agency arising out of, or relat-
ing to, the student’s attendance at the University.

a. Covered Claims include, but are not limited to, claims
involving laws against discrimination, including discrimina-
tion based upon sex, race, color, national origin, religion,
disability, age, or any other category protected by state or
federal law; claims based on admission, enrollment, class
participation, suspension, expulsion, academic standards,
or other academic matters; contract claims; tort claims;
failure to educate claims; claims against current or former
University Trustees, officers, employees, or contractors
related in any way to Covered Claims; and claims for an
alleged violation of any federal, state or other governmen-
tal law, common law, statute, regulation, or ordinance.

b. All procedural issues and questions of arbitrability relating
to a Covered Claim shall also be submitted to the arbitra-
tor, rather than the court, for resolution.

c. Each party may request such remedies, damages, or other
relief allowable by the state and/or federal law appli-
cable to their Covered Claim.

6. Miscellaneous. This Policy constitutes the sole method for
the resolution of Covered Claims. If any provision of this
Policy is found to be void or is otherwise unenforceable, in
whole or in part, it shall not affect the validity of the remain-
der of this Policy, which will remain in full force and effect.
The student understands that this Policy also is binding on
any individual or entity claiming by or through the student or
on the student’s behalf.

**Issue Resolution Process**
Davenport University is committed to a process that provides for
the opportunity for the prompt and equitable resolution of all stu-
dent complaints and issues to the satisfaction of both the member
of the University community and the University. The Issue
Resolution Procedure is designed to provide the University com-
munity with both an informal and formal process whereby a mem-
er of the University community may request the review and
resolution of a concern if satisfactory resolution has not been
reached by way of the daily problem-solving activities which, in
most cases, should result in immediate resolution. Members of the
University community are encouraged to address any concerns
immediately with the supervisor of the area the issue or complaint
lies; timely and candid discussions best assures that a minor prob-
lem does not develop into a major one. The entire Issue Resolution
Process can be referenced at http://www.davenport.edu/
student-affairs/student-conduct/issue-resolution.
STUDENT CODE

Introduction

The purpose of the Student Code is to provide all University students with guidance and to promote standards of personal integrity that are in compliance with the mission of the institution. Students attending the University automatically accept the application of the University’s Student Code and its processes. Any questions regarding the interpretation or application of the Student Code and its processes will be answered by the Center for Campus Life.

The following is the official policy of the University regarding student rights, responsibilities, and disciplinary procedures, including the hearing process, appeal process, and the application of sanctions.

The disciplinary procedures used by the University are considered part of its educational process and its philosophy to produce graduates who are ethically and professionally oriented. Hearings or reviews conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both governmental authorities and to the University for their actions.

Disciplinary action at the University will proceed at the discretion of the Executive Director of Campus Life, notwithstanding any related civil or criminal proceedings.

The University reserves the right to alter, change, or modify these policies and procedures at any time as deemed best for the safety, security, and benefit of the University community. Any such changes will be published by the University.

Definitions

- “Business day” shall be defined as Monday through Friday excluding official University holidays.
- “Campus Designee” refers to a University appointee who is responsible for initiating the Student Code process at the local level.
- “Complainant” refers to a member of the University community, a student organization, or the University who is bringing charges against a student organization or a student. When the Complainant is a student organization or the University, a single person may be appointed by that body to represent it.
- “Executive Director of Campus Life” means the University’s Executive Director of Campus Life, or his or her designee.
- “Hearing Council” refers to the group of individuals that may be selected to administer the formal Student Code process, as outlined later in this document, to determine whether there has been a violation of the Student Code and to determine appropriate sanctions.
- “Member of the University community” includes any person who is a student, Faculty member, University official, or other person employed by the University.
- “Respondent” refers to a student organization or student charged with a violation of University policy, not the University itself.
- “Student” shall be defined as any person admitted, enrolled or registered for study at the Davenport University. Student also includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or have a continuing relationship with the Davenport University.
- “Student Code” is defined as the written regulations of the University applicable to students and student organizations as found in, but not limited to, the Student Handbook, the University Catalog, University Residence Hall publications, the University web site, and any other official publications of the University.
- “Student Organization” includes all Athletic teams and club teams, student based organizations, including fraternities and sororities, registered with the University through the local campus office.
- “University” means Davenport University.
- “University Official” includes any person employed by the University who performs assigned administrative or professional responsibilities.
- “University property and University premises” include all land, buildings, facilities, and other property in the possession of the University or owned, used, or leased by the University, including adjacent streets and sidewalks.
- “University Technology Resources” includes but is not limited to University computers, networks, software, websites, and properties.

Student Rights

Each student is afforded the following rights:
1. Freedom from unlawful discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, or sexual orientation under federal or state laws.
2. The right to information pertaining to academic standing, graduation requirements, and course requirements.
3. The freedom to establish student organizations consistent with University requirements, to pursue common educational interests.
4. The right to privacy of student records to the extent provided for under applicable federal or state laws. Information will be released only as allowed by federal and state laws.
5. The right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the academic community.
6. The right to a fair process as outlined in the Student Code of Conduct.

Student Responsibilities

Each student accepts the following responsibilities:
1. Students are expected to respect and value the rights of others, support the academic environment, follow standards of the community and encourage the proper use of University facilities.
2. Students are also expected to observe federal, state, and local laws, as well as University rules, regulations, and policies, including the use of existing procedures to resolve disputes.
3. Students are expected to make themselves aware of and comply with the policies and procedures governing them as members of the University community.
4. Students are expected to conduct themselves as mature individuals at all times consistent with the institution’s values, beliefs, and highest standards of ethics. This encompasses all conduct while on campus, off campus, and during all University-related endeavors including, but not limited to, internships, practicums, clinicals, or other University-related experiences.
5. Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through the University website.
6. It is the student’s responsibility to regularly check his or her email and respond to University notices appropriately.

Misconduct

Any student, group of students or student organization found to have committed any of the following types of misconduct while on or off University premises, including virtual communications, is subject to disciplinary action by the University. The University also reserves the right to investigate and take Student Code action for any off-campus behavior of a student, group of students, or student organization, if such behavior is deemed inconsistent with the values of the institution. Participation in off-campus events that involve students or student organizations at which this Student Code has been violated, the University community or University operations are jeopardized, or at which participation has negatively impacted the reputation of the University. It also includes participation in an event that relates directly to the student’s or student organization’s continued suitability for enrollment or continued registration.

The following is not a complete listing of potential misconduct that may lead to discipline, but serves as a guideline to students and student organizations.

1. ACADEMIC DISHONESTY. The university may discipline a student for academic dishonesty, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic dishonesty includes, but is not limited to, the following:
   A. Cheating A student may not use or attempt to use; give or attempt to give unauthorized assistance, materials, information, or study aids in any academic exercise, including but not limited to, the following:
   1. A student must not use or give external assistance on any “in-class” or “take-home” examination, unless the instructor has specifically authorized in writing external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
   2. A student must not use another person as a substitute in the taking of an examination or quiz.
   3. A student must not steal examinations or other course materials.
   4. A student must not allow others or offer to conduct research or to prepare work for him or her without advance written authorization from the instructor for whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or materials prepared by other persons.
   5. A student must not collaborate with other persons on a particular project and submit a copy of a written report, which is represented explicitly or implicitly as the student’s individual work.
   6. A student must not use or give any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   7. A student must not submit substantial portions of the same academic work for credit or honors more than once without written permission of the instructor to whom the work is being submitted.
   8. A student must not alter a grade or score in any way.
   B. Fabrication A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.
   C. Facilitating Academic Dishonesty A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic dishonesty. A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic dishonesty.
   D. Interference
   1. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to: the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
   2. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.
   E. Plagiarism American standards of plagiarism refer to the intentional or unintentional use of previously created words, ideas, images, or creative works without proper documentation which includes citations of the sources used and a list of references. It is a student’s responsibility to ask the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

The following are examples of activities considered plagiarism but may not be inclusive of all plagiarism activities:
1. Purchasing any portion a paper
2. Copying print or electronic text
3. Having someone else write any portion of a paper
4. Rephrasing/paraphrasing text to avoid detection
5. Rephrasing/paraphrasing text without proper citation
6. Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation
4. DISORDERLY CONDUCT. Engaging in intentional expression or conduct that substantially disrupts or interferes with the University’s normal functions, the rights of others or causes substantial disorder. Disorderly conduct may include any of the following:
   a. Taking action that threatens or endangers the safety, health, or life of self or others, or behavior that creates the impression of such endangerment;
   b. Conduct or behavior that the student knows or should know is reasonably likely to be considered obscene under the standards of the local community. Such behavior includes but is not limited to public exposure of one’s own sexual organs and voyeurism, including but not limited to video voyeurism. Video voyeurism means recording, or using, disclosing or distributing a recording of others in a location or situation where there is a reasonable expectation of privacy (including, but not limited to, a residence hall room, locker room, or bathroom), without knowledge and consent of all individuals involved;
   c. Abusive or offensive language inherently likely to provoke an immediate violent reaction, whether or not it actually does so or is grossly indecent or offensive to a reasonable member of the University community;
   d. Aiding any unlawful act or the violation of any University policy. Students are responsible for the behavior of their guests and visitors to the University premises;
   e. Conduct which adversely affects the student’s suitability as a member of the University community, as defined by the Office of Campus Life; or
   f. Damage to University property or the property of another;
   g. Intent or commission to attempt a violation.

5. FAILURE TO COMPLY. Failure to comply with University sanctions or reasonable directives of University officials.

6. FIRE AND FIRE SAFETY EQUIPMENT. Possession of fireworks, incendiary devices, or other dangerous explosives or chemicals; the ignition of a fire or attempting to ignite a fire; or the improper use or disablement of safety or firefighting equipment, such as fire extinguishers, fire alarms, exit signs, or smoke alarms is prohibited.

7. HAZING. Hazing is defined as any action or situation that recklessly or intentionally, on or off University property, endangers the mental, emotional, psychological, or physical health or safety of a student or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in any student organization, including fraternities/sororities, athletic teams, and other organizations. The term shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, tattooing, branding, paddling, forced calisthenics, exposure to the elements, treasure hunts, scavenger hunts, quests and road trips, forced consumption of food, liquor, drugs, or other substances, and any forced activity that would subject the individual to mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct that results in embarrassment or ridicule. For the purpose of this definition, any activity described in this definition upon which the initiation or admission into, affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be “forced” activity, the
9. ILLEGAL DRUGS. The term “controlled substance” is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited:

a. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited;

b. Production, manufacture, distribution or use of any drug, controlled substance or any substance used as a drug contrary to law;

c. Use of a prescription drug if the prescription was not issued to the student, the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued, or use of prescription drug violates local, state, or federal law;

d. Possession of drug paraphernalia including but not limited to bongs or glass pipes

e. Sale, gift or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off campus.

10. INAPPROPRIATE USE OF TECHNOLOGY. Theft or other abuse of computers, related computing network, websites, equipment or data, including but not limited to the following:

a. Unauthorized entry into, use, transfer or deletion of a file;

b. Unauthorized use of another individual’s identification and/or password, or unauthorized provision of a student’s identification and password to another;

c. Use of University technology resources to interfere with the work of another student, faculty member, University official or other entity;

d. Use of University technology resources for personal gain or profit;

e. Use of University technology resources to send obscene or abusive messages;

f. Use of University technology resources to send or view pornographic material;

g. Use of University technology resources to interfere with normal operation of the University computing system; or

h. Use of University technology resources to threaten, intimidate, or otherwise violate University anti-harassment or anti-violence policies.

11. OBSTRUCTION OR DISRUPTION. Acts of obstruction or disruption, including but not limited to the following:

a. Obstructing or disrupting teaching, research, disciplinary procedures, and/or other University activities;

b. Participation in a demonstration that disrupts the normal operations of the University, infringes on the rights of other members of the University community, or violates reasonable time, place, and manner restrictions;

c. Leading or inciting others to disrupt scheduled and/or normal activities within any building or area; or

d. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.

12. SEXUAL CONDUCT.

a. Sexual assault: Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent;

b. Sexual misconduct: Any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, disability, or alcohol/chemical or other impairment, to give consent. Specific examples of sexual assault and misconduct covered in this policy include but are not limited to the following:

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape is defined as non forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

c. Consent: It is the responsibility of the person initiating sexual activity to make sure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of activity or any subsequent sexual activity. Consent is clear, freely given, verbalized “yes” to sexual activity. The absence of “no” is not consent. Silence, in and of itself, cannot be interpreted as consent. Furthermore, a verbalized “yes” which has been coerced, does not constitute a freely given “yes”. Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if they are under the age of 16, if they are legally mentally incapable, mentally incapacitated or physically helpless. This may include impairment due to drug or alcohol use. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

13. TOBACCO USE. All buildings at all Davenport University campuses are designated as tobacco free. Smoking is prohibited in all indoor spaces; including, but not limited to, student centers, educational, housing and dining locations. Smoking is prohibited within a minimum twenty-five (25) feet of any Davenport building. Under FDA guidelines electronic cigarettes are regulated as tobacco products.

14. THEFT. Unauthorized possession or use of University property or the property of another.

15. UNAUTHORIZED ENTRY. Unauthorized entry, occupancy, or use of physical or virtual University premises or property.

16. UNAUTHORIZED ELECTRONIC OR DIGITAL RECORDING. Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable law or University regulation. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, or activities. Conversely, it is imperative for each individual student to understand his or her responsibility for the content they present on various social media. Specifically, there should be no presumption of privacy. It should be the expectation that any content freely presented in social media may be collected and used in a conduct process.

17. UNAUTHORIZED USE OF UNIVERSITY PROPERTY, INCLUDING ONLINE PROPERTY. Students are authorized to use University property only as consistent with their coursework and related educational activities as provided for under this Student Code. Students enrolled in online classes and students using online learning tools or services agree to accept the terms and conditions placed upon the use of these materials. Specifically, online materials (including syllabus documents, lectures, discussion threads, and other course- and University-related materials found online) are the property of the University; and the only authorized use is for the purposes of completing University-related course work and related educational activities. University online materials shall not be disclosed, directly or indirectly, to any person or entity outside of the University, and (in the case of online classes) to anyone otherwise not involved in teaching or who is enrolled in the particular class.

18. VIOLATIONS OF CAMPUS, PROGRAM AND OTHER UNIVERSITY POLICIES. Outlined in University publications, including but not limited to those related to University supported housing, the Residence Hall Handbook, those related to Athletics, the Student Athlete Handbook, those related to the College of Health Professions, and the College of Health Professions Student Handbook, and those related to Student Employment, Anti-Violence, Anti-Harassment and the Student Employee Handbook and all policies included in the Non-Academic Policies and Procedures.

19. VIOLATION OF LAWS. Violation of federal, state, or local laws is prohibited. This also includes any conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.
20. **WEAPONS.** Possession, use, control, or distribution of any firearms, or any other weapons on University premises or at a University function is prohibited. Prohibited firearms and weapons include, but are not limited to, rifles; shotguns; handgun; tasers and stun guns; BB and pellet pistols and rifles that are spring, gas, or air powered; facsimile weapons; paint guns; sling shots; whips; hunting knives; throwing stars; swords; and bows and arrows. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed in a manner that harms, threatens, causes fear to others, or concern to members of the University is prohibited.

**Student Code Process**

**Incident Reporting Process**

Anyone wishing to report student misconduct shall document all relevant information via an incident report, which shall be provided to a member of the campus administration. An incident report can be filed online at http://www.davenport.edu/incident-report.

When a written incident report is filed, it shall be forwarded to Campus Life personnel, or their designee, at the campus where the incident occurred. Following review of the incident report (which may include, without limitation, any and all research deemed appropriate by the Campus Designee regarding the underlying incident), a determination will be made by the Campus Designee (in possible consultation with other campus and/or University leadership) whether charges of misconduct should be filed in response to the incident. The University may take action against a student for violating the Student Code and the student and/or Complainant may use this procedure to appeal the decision and/or sanction.

**Reporting an Allegation of Sexual Misconduct or other Title IX Violation**

Students who believe they have been a victim of sexual misconduct or other Title IX violation should report this to the Title IX Coordinator or a Title IX Deputy Coordinator, or other University personnel such Campus Associate Department Chair, a member of the Center for Campus Life team including Housing and Residence Life staff or Campus Security who will inform them of their options and assist them in accessing services. Students may communicate their concern orally or may also complete an incident report or witness statement. When an allegation of sexual misconduct is reported to any school official, the incident may be investigated by the University. The student who reported the allegation may choose not to participate in any action taken by the University.

The Respondent and the Complainant of sexual misconduct offenses may receive assistance through the Executive Director of Campus Life in changing or otherwise altering academic schedules, on-campus living arrangements, the student employment experience or his or her experience in other University activities. If you or someone that you know has been the victim of one of the offenses defined above, please contact a university staff member or a designated Title IX coordinator. Davenport University Title IX coordinators are:

**Matt Miller**  
Executive Director of Risk Management  
Phone: (586) 620-4050  
Email: matthew.miller@davenport.edu

**Kathy Natelborg**  
Employee Relations / HR Partnership  
Phone: (616) 742-1726  
Email: kathy.natelborg@davenport.edu

**Andrea Prins**  
Resident Life Coordinator  
Phone: (616) 871-6753  
Email: aprins7@davenport.edu

**Rhonda Varnesdeel**  
Associate Director of Athletics  
Phone: (616) 871-6183  
Email: rvamesdeel@davenport.edu

**Interim Suspensions and No-Contact Orders**

In certain circumstances, the Executive Director of Campus Life or Campus Designee may impose a University or residence hall suspension prior to a Student Code hearing. Interim suspension may be imposed if the student poses a threat of disruption of, or interference with, the normal operations of the University or in order to ensure the safety and wellbeing of members of the University community; to preserve University property; to ensure the student’s own physical or emotional safety and the well-being and physical or emotional safety and well-being of others.

During an interim suspension, a student shall be denied access to the residence halls and/or University campuses (including classes) and/or all other University activities or privileges for which the student might be otherwise be eligible, as specified by the Executive Director of Campus Life or Campus Designee. A student may request a meeting regarding an interim suspension with the Executive Director of Student Affairs within five (5) days of the notice of the interim suspension. The purpose of this meeting will be to determine the duration of the interim suspension. The decision of the Executive Director of Student Affairs is final and is not subject to review.

A student’s tuition, fees, and residence hall room and board will neither be refunded nor remitted, in whole or in part, due to an interim suspension.

At times, in the interest of public safety, it becomes necessary to restrict a student’s privileges and prohibit contact with specified individuals by issuing a “ban” or “no contact” order that prohibits entry to a specific location/s or contact with a specific individual/s. Unlike a court order, a University “ban” or “no contact” order is issued by the Executive Director of Campus Life or Campus Designee. This order may be issued when the University determines necessary to protect safety and to preserve a peaceful environment in which all students can work, study, or live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Campus Safety or Campus Life. Violation of a
“ban” or “no contact” order is considered misconduct and will result in disciplinary action that could include immediate suspension from the University.

**Initiation of Proceedings**

If the University chooses to file misconduct charges against a student, a hearing shall be conducted to review the alleged misconduct. The Executive Director of Campus Life shall determine, at his or her sole discretion, whether the hearing shall be conducted before a single hearing officer or a Hearing Council. Formal notice of Student Code of Conduct proceedings will be sent to the student via the student’s University email account, certified mail, or other manner to inform the student that a hearing date has been set and charges are pending. The notice shall inform the student of the following:

- The misconduct alleged to have been committed;
- The date, time, and place of the alleged misconduct and other relevant circumstances;
- The date, time, and place of the hearing, which shall not be earlier than three (3) business days after the date of notice;
- That if the student desires to present one or more witnesses, the student must prepare a list of the persons whom the student may present as witnesses and/or whose statements may be offered as evidence at the hearing and submit the list to the Executive Director of Campus Life no later than two (2) business days before the hearing; and
- That the hearing will be closed to the public.

**Overview of Hearings**

The purpose of a hearing is to provide the opportunity for the Campus Designee or Complainant and the Respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the hearing officer or Hearing Council, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply University policy, and impose appropriate sanctions if the Respondent is found responsible for the alleged violation.

University Student Code of Conduct hearings are administrative hearings that allow flexibility and are not courts of law. The Student Code of Conduct process is separate and independent from any civil or criminal action and may proceed even if a related matter is anticipated or pending in other forums. Rules of evidence and the criminal standard of proof do not apply. A hearing officer or Hearing Council, as applicable, is expected to find a student or student organization responsible for violations of University policies only if the information shows that it is more likely than not that misconduct occurred.

**Hearing Conducted Before a Student Conduct Hearing Officer**

A hearing conducted before a hearing officer is often called an individual hearing as the respondent meets with a singular hearing officer designated by the Executive Director of Campus Life. A hearing conducted before a hearing officer occurs more frequently than a hearing held before a hearing council. During a hearing conducted before a hearing officer, the hearing officer will review with the respondent the report that led to the misconduct charges. The respondent will have an opportunity to admit or deny the charges and present any summary information he or she may have in response to the charges. If appropriate, the respondent may present witnesses or provide witness statements to the hearing officer for review. The hearing officer, after reviewing all information presented, will determine responsibility and, as appropriate, any sanctioning. A written decision will be generated within five (5) business days of the meeting.

**Hearing Conducted Before a Hearing Council**

If a hearing is held before a Hearing Council, the Hearing Council shall consist of one faculty member, one staff member, and one student from Davenport University. The members of the Hearing Council will be chosen by the Executive Director of Campus Life from the available pool of current employees/students at the time of the hearing. The Executive Director of Campus Life will identify individuals who, in his or her opinion, have no personal interest in the outcome of the hearing and can serve in a fair and impartial manner. If a potential member of the Hearing Council feels that he or she cannot render an impartial decision, he or she shall disqualify himself or herself. A person shall not serve on the Hearing Council if he or she is a witness who may testify in the matter, if he or she has a personal interest in the outcome of the matter, or if there is sufficient reason to believe that he or she could not serve in a fair or impartial manner. The Chair of the Hearing Council will be appointed from the identified members of the Hearing Council by the Executive Director of Campus Life.

**Hearing Council Procedures**

Whenever a hearing in front of a Hearing Council is to be held regarding an allegation of misconduct, the Campus Designee or Respondent and the Complainant shall be given at least three (3) business days’ notice of the charges and of the date, time, and place of the hearing. Failure of the Respondent to attend the hearing will result in the case being heard in his or her absence.

The order of presentation of the hearing will normally be as follows:

1. Introductions and reading of the charge(s) by the Chair;
2. Opening statements by the Campus Designee or Complainant and Respondent;
3. Presentation of witnesses/documentation by the Campus Designee or Complainant;
4. Questioning of witnesses/documentation by the Respondent;
5. Presentation of witnesses/documentation by the Respondent;
6. Questioning of witnesses/documentation by the Campus Designee or Complainant; and
7. Closing statements.

The Hearing Council may ask questions of witnesses at any time and also facilitate the presentation of the case. The Hearing Council may call additional witnesses or seek further evidence relating to a case if the Hearing Council desires clarification or further information.

All hearings shall be closed to everyone except the Hearing Council, appropriate University staff, the Respondent, the Campus Designee or Complainant, the observer/recorder selected by the University, and witnesses during the actual time of their testimony. The proceedings of the Hearing Council are presumptively confidential. Unauthorized disclosure of information by any party or witness involved during the hearing process may lead to disciplinary action.
The Respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, to present witnesses, and to question witnesses and other evidence. Witnesses must be members of the University faculty, staff, or student body, unless the chair of the Hearing Council rules that others may appear in the interest of the case. The Respondent and Complainant must give names of all relevant witnesses to the Campus Designee at least two (2) business days before the hearing. The Respondent and Complainant will have access to the names of all witnesses. It is the responsibility of the Respondent and Complainant to notify all witnesses of the date, time, and place of a hearing. If a witness fails to appear, the hearing shall be held in his or her absence.

All relevant information will be admissible. The chair, in consultation with the Council, will determine relevance. All evidence and information presented to the Hearing Council is expected to be truthful, accurate, and complete. Failure to give truthful and complete information at a hearing may result in disciplinary action for a witness.

Following the proceedings, the Hearing Council will meet in private session to deliberate whether the Respondent is responsible or is not responsible for the charges based on the Hearing Council’s judgment of whether it is more likely than not that misconduct has occurred. Decisions shall be based only on evidence presented at the hearing. The observer/recorder will remain in the session as a resource person, but will not participate in the deliberations. The Hearing Council must reach consensus, with all members of the Council giving input. The Hearing Council will submit a written report to the Executive Director of Student Affairs or designee. The written report will contain the findings of the hearing, and the sanction recommendation, if any. If the Respondent is found responsible for the violation(s) the committee will recommend one or more sanctions. The Executive Director of Campus Life or designee may adopt, reject, or modify the Council’s findings and recommendations. The Executive Director of Campus Life or designee will send the Respondent and the Complainant, if applicable, written notification of the decision of the Hearing Council and attach the Hearing Council’s written decision within five (5) business days after the close of the hearing. This notification will also include information on the appeal process.

Procedures for Addressing and Resolving an Allegation of Sexual Misconduct or other Title IX Violation

After a complaint regarding sex-based discrimination or other civil rights violation(s) is filed, it is assigned to a Title IX Investigator or a two-person investigative team. The complainant is interviewed and necessary interim remedies may be implemented. The respondent is informed of the nature of the complaint and the policies in question. Both or, in some instances, all parties, have the opportunity to meet with the investigator(s) and provide information regarding the complaint, including suggesting witnesses. Those witnesses may be interviewed. An investigative report, included summary findings is generated by the investigator(s). Both or all parties may review a summary of the incident information prepared by the investigator(s) and may provide additional response or information. The investigative report is completed and forwarded to one or two Case Reviewers for review and issuance of findings and sanctions or outcomes, as applicable. All parties are provided notice of proceedings and outcomes simultaneously. Additionally, all parties are eligible to appeal as outlined below and receive notice of any outcomes related to the appeal simultaneously as well.

Appeal Process

Decisions of the hearing officer or the Hearing Council, as applicable, may be appealed to the Executive Director of Campus Life. Appeals must be filed in writing with the Executive Director of Campus Life within three (3) business days of receipt of the written notification of the decision. The Complainant or the Respondent, including the Campus Designee in case of University charges, may appeal the decision based on one or more of the following:

- New relevant material evidence or information has been provided that could not have been discovered at the time of the hearing;
- Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- Errors in the interpretation of University policy; or
- The sanction(s) imposed were not appropriate for the violation.

The Executive Director of Campus Life or his/her designee will decide whether or not there is a basis for an appeal and, if there is, upon consideration of the appeal may, using his or her discretion, change any determination and any sanction levied by the hearing officer or Hearing Council or remand the matter back to the original hearing officer, the original Hearing Council, or a new Hearing Council for further consideration.

The decision of the Executive Director of Campus Life is final. Should a case be remanded back to a new Hearing Council, a student is entitled to an additional appeal consistent with the University’s standard appellate procedures.

Sanctions

Sanctions for Individuals

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive, but merely serve as guidelines.

Primary Sanctions:
1. Formal warning: a written reprimand that expresses disapproval of the student’s actions and warns against any potential violations of University policy in the future.
2. Probation: a period of observation and review. Misconduct warranting probation will result in a minimum of one academic semester and maximum of the duration of the student’s academic career at the University. If found responsible for violating any University policies or failure to comply with other requirements stipulated during this period, the student may be immediately suspended from the University and/or its events pending further disciplinary review.
3. Suspension: results in immediate dismissal from classes and activities at the University for at least the remainder of the session/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this period of sus-
Additional Sanctions

5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.

6. Housing unit suspension: separation of the student from the University housing unit for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

7. Housing unit expulsion: permanent separation of the student from the University housing units.

8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.

9. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a student’s violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents/legal guardians of alcohol or a controlled substance violation if the student is under the age of 21. The Center for Campus Life determines the circumstances under which parental notification takes place.

10. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

11. Educational sanctions: require a student to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.

12. Loss of privileges: denial of specified privileges for a designated period of time.

13. Disqualification from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.

Sanctions for Student Organizations

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Primary Sanctions

1. Formal warning: a written reprimand that expresses disapproval of the student organization’s actions and warns against any future violations of University policy.

2. Probation: includes the loss of all group and campus wide social privileges, except philanthropy. A probationary period may range from four weeks to one full academic year, with a mandatory review before the student organization can be released from probationary status. Any additional violations or failure to comply with requirements stipulated during this period may result in suspension pending further disciplinary review.

3. Suspension: results in a loss of all meeting and activity privileges for a minimum of one full academic year and a maximum of four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any student organization that is suspended due to misconduct will not be entitled to any refund of member dues or other fees.

4. Dismissal: the most severe violations of the University Student Code of Conduct by a student organization will result in dismissal and permanent separation from the University. Any student organization that is expelled due to misconduct will not be entitled to any refund of member dues or other fees.

Additional Sanctions

5. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.

6. Housing unit suspension: separation of the student organization from the University housing unit for a definite period of time, after which the members are eligible to return. Conditions for readmission may be specified.

7. Housing unit expulsion: permanent separation of the student organization from the University housing units.

8. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.

9. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

10. Educational sanctions: require a student organization or individual to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.

11. Loss of privileges: Denial of specified privileges for a designated period of time.

12. Disqualification of registered student organization officers and members from receipt of institutional financial aid, including but not limited to the DU Club Scholarship program.
GUIDE TO ELECTIVES

Please choose courses from this list of electives as directed by your college program.

**Business Electives**
Any courses at the 100 level or above from the following areas:
ACCT BUSN FINC HRMG LEGL MGMT MKTG PSMG RMGI

Plus the following courses:
BITS290 ENV125 GPMT HSAD302 HSAD402 IAAS221

**Foreign Language Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Foreign Language credit:
CHIN GRMN SPAN

Non-native speakers of English required to take ESLP courses may use ESLP124 and ESLP134 to fulfill foreign language electives.

**General Education Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for general elective credit:
BIOI CHEM CHIN COMM ECON ENGL ENV5 GEOL
GRMN HIST HUMN MATH PHYS POLS PSYC SABR SOCY SOCY SPAN

**Health Professions Electives**
Any courses at the 100 level from the following disciplines:
HINT HLTH HSAD MEDA MCMG

Plus the following course:
BITS290

**Humanities Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Humanities credit:
ASLA CHIN COMM ENGL ESP124 ESP134 GRMN
HUMN SPAN

**Math Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Math credit:
MATH STAT

**Natural Science Electives**
Any course at the 100 level or above from the following categories not required in the program may be taken for Natural Science credit:
BIOI CHEM ENV5 GEOL PHYS

**Social Science**
Any course at the 100 level or above from the following categories not required in the program may be taken for Social Science credit:
ECOH HIST POLS PROX193 PSYC SABR SOCY SOCY

**Technology Electives**
Any courses at the 100 level or above from the following areas:
BITS CISP CSCI GPMT IAAS NETW TECH

**Open Electives**
Any course at the 100 level or above that is not already required in the program.

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**COURSE CODES**

To assist you with understanding this section, please use the following key to the codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACES</td>
<td>Achieving Career and Academic Success</td>
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<tr>
<td>ACCT</td>
<td>Accounting</td>
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<tr>
<td>ASLA</td>
<td>American Sign Language</td>
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<td>BIOL</td>
<td>Biology</td>
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<td>BRDG</td>
<td>Bridge Program</td>
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<td>BUSN</td>
<td>Business</td>
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<td>BITS</td>
<td>Business Information Technology and Systems</td>
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<td>CHEM</td>
<td>Chemistry</td>
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<td>CHIN</td>
<td>Chinese</td>
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<td>COMM</td>
<td>Communications</td>
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<tr>
<td>CISP</td>
<td>Computer Information Systems and Programming</td>
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<tr>
<td>CSCI</td>
<td>Computer Science</td>
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<td>ECON</td>
<td>Economics</td>
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<tr>
<td>ENGL</td>
<td>English</td>
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<td>ESLP</td>
<td>English as a Second Language</td>
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<tr>
<td>ENV5</td>
<td>Environmental Science</td>
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<td>FINC</td>
<td>Finance</td>
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<td>GEOL</td>
<td>Geology</td>
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<td>GRMN</td>
<td>German</td>
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<td>GPM5</td>
<td>Global Project Management</td>
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<td>HLAB</td>
<td>Health Sciences</td>
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<td>HLTH</td>
<td>Health Services Administration</td>
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<td>HIST</td>
<td>History</td>
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<td>HNRS</td>
<td>Honors Projects</td>
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<td>HRYM</td>
<td>Human Resource Management</td>
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<td>HUMN</td>
<td>Humanities</td>
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<td>IAAS</td>
<td>Information Assurance and Security</td>
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<td>INTD</td>
<td>Interdisciplinary Studies</td>
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<td>LEGL</td>
<td>Legal Issues/Law</td>
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<td>MGMT</td>
<td>Management</td>
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<td>MATH</td>
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<td>MEDA</td>
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<td>PHYS</td>
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<td>PRXX</td>
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<td>PSYD</td>
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<td>RMGI</td>
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<td>SOSC</td>
<td>Social Sciences</td>
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<td>SABR</td>
<td>Study Abroad Experience</td>
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<td>TECH</td>
<td>Technology</td>
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**Notes:**
Courses offered online may have the book cost billed with tuition and fees.
Courses sections designated with EL (Experiential Learning) or SL (Service Learning) may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.
COURSE DESCRIPTIONS

 Achieving Career and Education Success (ACES)

 ACES100 Achieving Career and Education Success 3 CR  
 Formerly FRSM100 Career and Education Seminar  
 This course presents the skills needed for university success and initiates students to career planning and development. Students evaluate their abilities and interests in order to develop career goals and align these goals with an appropriate course of study. Through a career investigation project, students are introduced to research techniques. Students also improve on academic skills necessary to successfully complete university work, such as critical thinking, study techniques, and test taking strategies. In addition, students are introduced to important dynamics of interpersonal communication and conflict resolution. The course also orient students to the University, to the Davenport University Excellence System, and to other elements of the Davenport curriculum. (This course is required for all new business and technology students, except those transferring with 30 or more semester credits.)

 Accounting (ACCT)

 ACCT200 Accounting Basics for Managers 3 CR  
 This course is designed strictly for the non-business major. It is a comprehensive survey course of financial and managerial accounting concepts that discusses the financial aspects of starting and growing a business. Specifically, the course explores the role of accounting in business, examining the balance sheet, profit/loss statements, and cash flow reports. Students will also learn how to analyze financial statements and financial trends. 
 Prerequisite(s): HINT211, HLTH235, GGMT211 or CISP211

 ACCT201 Accounting Foundations I 4 CR  
 This course is an introduction to accounting principles emphasizing the operation of a business as a sole proprietorship and covers the complete accounting cycle for merchandising and service entities. Partnership accounting is also covered. The application of computer technology to accounting processes is integrated into this course. Note: A grade of C or better is required to take the next course in the sequence. 
 Co-requisite(s): BITS211 or CISP112 and MATH125

 ACCT202 Accounting Foundations II 4 CR  
 This course continues the study of accounting principles with special emphasis on corporations, and basic principles of managerial accounting. Note: A $20.00 practice set fee is included in this course. 
 Prerequisite(s): BITS211 or CISP211, MATH125, and completion of ACCT201 with a C grade or above.

 ACCT213 Cost Accounting 3 CR  
 This course is designed to provide an introduction to cost accounting and cost management techniques. The concepts of cost assignment to goods and services in the context of job order, process, and activity-based costing are covered. The behavior of costs, standard costing and variations—as well as schedules, summaries, and reports used in costing systems—are also introduced to the student. 
 Prerequisite(s): ACCT202

 ACCT220 Accounting Information Technology 3 CR  
 This course is a study of currently available accounting-business software and the related applications. Students will learn how to operate, evaluate, and apply various software with accounting systems and accounting information systems. Note: A $20.00 software fee is included in this course. 
 Prerequisite(s): ACCT202

 ACCT290 Accounting ABA Internship 3 CR  
 Contact Career Services at least one semester prior to enrolling. This associate-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site. 
 Prerequisite(s): Sophomore status and the completion of ACCT220, ACCT302, BUSN210, GGMT211; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

 ACCT301 Intermediate Accounting I 4 CR  
 This course reviews the fundamental accounting process studied in ACCT202 and continues with a more comprehensive study of the major categories of the balance sheet and statement of cash flow and income statements. Students will also be introduced to applicable APB and FASB pronouncements and related topics. Note: A grade of C or better is required to take the next course in the sequence. 
 Prerequisite(s): ACCT202

 ACCT302 Intermediate Accounting II 4 CR  
 This course is a continuation of ACCT301 with a comprehensive study of the major categories of the balance sheet, statement of cash flow, and income. In addition, students will be introduced to the accounting, analysis, and reporting of special topics such as pension/retirement, leases, inflation, income taxes, earnings per share and revenue recognition. Students will also be introduced to applicable APB and FASB pronouncements and related topics. 
 Prerequisite(s): Completion of ACCT301 with a C grade or above.

 ACCT310 Accounting Fraud Examination 3 CR  
 This course is an introduction to the field of forensic accounting. Topics include the history of forensic accounting, the fraud triangle theory, financial statement misrepresentation, and fraud examination techniques, including fraud prevention and control. Students will also be exposed to real-world cases in the area of forensic accounting and will have the opportunity to complete an experiential learning project as part of this course. 
 Prerequisite(s): ACCT202

 ACCT315 Federal Taxation I 3 CR  
 This course provides an explanation of the federal tax structure and provides training in the application of tax principles as they pertain to individuals. In addition, the course will provide an introduction to taxation for businesses, federal tax laws and regulations, taxation theory, and tax research and planning techniques. Note: A grade of C or better is required to take the next course in the sequence. 
 Prerequisite(s): ACCT202

 ACCT316 Federal Taxation II 3 CR  
 This course continues the study of federal taxation, focusing primarily on business taxation matters for partnerships, corporations, and limited liability companies. In addition, payroll taxes, estate and gift taxes, and other related topics will be covered. Students will be required to prepare partnership and corporation returns, as well as to perform research on a variety of tax issues. 
 Prerequisite(s): Completion of ACCT315 with a C grade or above.

 ACCT318 Payroll and State Tax 3 CR  
 This course is the study of the federal and state laws and regulations that govern the payroll tax arena. This will include learning about the rules and regulations that make-up the tax structure, as well as the tax policy. Wage and overtime computations, tax filing compliance applications for federal, state, and local withholding taxes, taxes and employer payroll are covered, along with analyzing and journalizing payroll transactions. State income tax computations will also be covered. 
 Prerequisite(s): ACCT315

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ACCT320 Auditing and Assurance Services 3 CR
This course examines auditing and assurance services. The course focuses on the detailed study of the financial statement audit, including professional responsibilities and ethics, audit planning, internal controls, evidence gathering, and audit reports. Assurance services, reviews, and compilations are also covered.
Prerequisite(s): ACCT302

ACCT350 Accounting Information Systems 3 CR
This course examines the information flow through accounting systems including documentation, the recording process, and financial statements. The use of internal controls in the accounting system is emphasized. Case studies will be used to analyze and evaluate accounting systems.
Prerequisite(s): ACCT220 and ACCT301

ACCT381/382/383 International Accounting variable CR
This course explores accounting in an international context. Students learn about accounting concepts while studying in another nation. Students reflect upon the accounting practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

ACCT401 Internal Auditing I 3 CR
This course examines the differences between internal and external auditing. Students will learn how to evaluate and develop internal controls by incorporating the COSO framework, CobiT, and Sarbanes-Oxley. The course focuses on the organizing, planning, performing, and directing of internal audits; formulating corporate governance policies and procedures; and the communicating of findings. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): ACCT213, ACCT320 and ACCT350

ACCT402 Internal Auditing II 3 CR
This course focuses on and quality control internal audits. Students will learn about continuous assurance, XBRL and OLAP, as well as other developing tools. Other factors involved with internal auditing—such as HIPAA compliance, quality assurance, ISO standards, and disaster recovery and business continuity planning—will also be covered.
Prerequisite(s): Completion of ACCT401 with a C grade or above.

ACCT415 Advanced Accounting Topics 3 CR
This course is designed to further develop the student’s analytical and interpretive skills in accounting for business mergers and acquisitions, partnerships and global accounting.
Prerequisite(s): ACCT302

ACCT420 Governmental and Not-For-Profit Accounting 3 CR
This course is a study of accounting and reporting practices used in state and local governmental units as required by the Governmental Accounting Standards Board and the accounting and reporting practices used in not-for-profit entities as required by the Financial Accounting Standards Board. The unique accounting requirements of college, university, and hospital accounting are introduced in the course.
Prerequisite(s): ACCT302

ACCT421 EDP Computer Auditing 3 CR
This course is designed to cover the techniques of computer auditing. The course provides the student with an in-depth view of computer auditing activities, computer information system control, design and implementation of audit tests, computer-aided audit tools and techniques, and electronic commerce systems.
Prerequisite(s): ACCT320

ACCT461 CMA Prep Financial Planning/Performance Control 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Planning, Budgeting and Forecasting; Section B: Performance Measurement; Section C: Cost Management; Section D: Internal Controls; Section E: Professional Ethics. This course is primarily focused on preparing students to pass Part I of the CMA exam. This course is designed as a continuing study of cost management and cost control techniques. Included in the course is the study of management accounting planning and control techniques and decision-making and performance evaluation techniques. Such techniques include relevant costing, the budget process, capital budgeting, inventory and production management, and organizational performance evaluation.
Prerequisite(s): ACCT213 and it is recommended that this course be completed in one of the last semesters before graduation in order to prepare for CMA Examination.

ACCT462 CMA Prep Financial Decision Making 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Financial Statement Analysis; Section B: Corporate Finance; Section C: Decision Analysis and Risk Management; Section D: Investment Decisions; Section E: Professional Ethics. This course is designed to enhance learning from earlier courses with a focus on financial statement analysis. Students are challenged to analyze financial statements with the ability to construct and communicate strategic decisions. Additionally they have to demonstrate an understanding of risk management throughout this process. Lastly, the students are taught to use this ability to ultimately make investment decisions.
Prerequisite(s): ACCT213 and it is recommended that this course be completed in one of the last semesters before graduation in order to prepare for CMA Examination.

ACCT490 Accounting BBA Internship 3 CR
Contact Career Services at least one semester prior to enrolling. This bachelor-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Co-requisite(s): BUSN488T for BBA/MBA Honors Accountancy Program only.
Prerequisite(s): Junior status, Business Foundations completed, ACCT302; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

ACCT495 Accounting Issues and Research 4 CR
This course is a summative capstone for the accounting program. Students will utilize and build upon their previous accounting and business knowledge. Current accounting issues and topics will be identified and discussed. Students will identify current accounting issues related to their particular interest and demonstrate both comprehensive accounting knowledge and integration of writing competencies by conducting research, assessing sources, writing a research paper, and presenting the results.
Co-requisite(s): BUSN488T
Prerequisite(s): Last semester; major courses completed or taken concurrently.

American Sign Language (ASLA)

ASLA111 American Sign Language I 3 CR
American Sign Language (ASL) provides language training and cultural enrichment for people who wish to learn ASL and the uniqueness of deaf culture. This class will not prepare students to become interpreters but is designed to introduce students to the language and culture. This class is particularly useful for students pursuing careers such as allied health, nursing, medical management, or other healthcare related fields as well as paralegal studies where clients may be deaf. The class is designed to allow students to complement their degrees with an ASL experience.

ASLA121 American Sign Language II 3 CR
This second semester American Sign Language course is a continuation of language skills and cultural enrichment introduced in ASLA111. The course will not prepare students to become interpreters but is designed to advance language skills and further promote understanding of deaf culture. This course is particularly useful for students pursuing careers such as allied health, nursing, medical management, or other healthcare related fields as well as paralegal studies where clients may be deaf. The class is designed to allow students to complement their degrees with an ASL experience.
Prerequisite(s): ASLA111 with a C or better grade
Biology (BIOL)

Biology lab classes require 2 hours of contact time for 1 credit hour. All BIOL prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

BIOL110 Foundations of Cell Biology 3 CR
This course provides a foundation in fundamental biological and cellular concepts common to plants, animals, and microorganisms. Topics include the chemical and molecular basis of life, metabolism, cellular reproduction, principles of inheritance, and evolution.

Co-requisite(s): BIOL110L

BIOL110L Foundations of Cell Biology Lab 1 CR (2 contact hours)
This course is designed to provide the laboratory fundamentals of biological science at the cellular level. Students will focus on the scientific method, cellular structure and function, cellular energetics, photosynthesis, cellular respiration, genetics, and heredity. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as BIOL110V is taught in a virtual format.

Co-requisite(s): BIOL110

BIOL111 Organisms and Populations 3 CR
This second semester course provides a foundation in the study of biological systems at the organismal level. Students are introduced to structure and physiology of living organisms, evolution and general ecological principles.

Co-requisite(s): BIOL111L or BIOL111V
Prerequisite(s): BIOL110 and BIOL110L or BIOL110V

BIOL111L Organisms and Populations Lab 1 CR (2 contact hours)
This course is designed to provide the fundamental of biological science at the organismal level in a virtual lab setting. Students will focus on the scientific method, evolution, biodiversity, plant and animal physiology, and ecology. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as BIOL111V is taught in a virtual format.

Co-requisite(s): BIOL111
Prerequisite(s): BIOL110 and BIOL110L or BIOL110V

BIOL115 Anatomy and Physiology with Human Disease I 4 CR
This course is the first of a two semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. Students will learn anatomical and physiological terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. Each organ system will be studied with emphasis on the relationship between systems. Common disease processes, disease characteristics and treatments will be introduced. Note: A grade of C or better is required to take the next course in the sequence. There is a $105.00 software fee included in this course.

BIOL116 Anatomy and Physiology with Human Disease II 4 CR
This course is the second of a two semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses. Students will also review diseases, disease processes, conditions, symptoms and treatments related to the body systems. Note: There is a $105.00 software fee included in this course.

Prerequisite(s): Completion of BIOL115 with a C grade or above.

BIOL120 Essentials of Anatomy and Physiology 4 CR
This course provides the student with the essential principles of anatomy and physiology including introductory chemistry concepts, cell and tissues studies and the structure and function of the following organ systems: integumentary, musculoskeletal, nervous, sensory, endocrine, respiratory, digestive, cardiovascular, lymphatic, immune, urinary and reproductive systems. Students will study the human body using a system-by-system approach.

BIOL131 Introduction to Human Disease 3 CR
This course introduces concepts of pathophysiology in a systemic manner by comparing the functioning of the human body in normal and diseased states. Students will integrate information relating to the etiology, presentation, evaluation, treatment, and prevention of common human diseases.

Co-requisite(s): BIOL116 if required in degree choice
Prerequisite(s): BIOL115 or BIOL120

BIOL209 Techniques in Laboratory Sciences 4 CR
This course is designed to equip students with the skill set necessary for employment as life science laboratory professionals. Students will learn and practice various lab techniques in a life science laboratory setting. The course will focus on standard laboratory procedures and common laboratory mathematical calculations, procedure documentation and record keeping, solution and media preparation, quality control and quality assurance protocols, specimen handling and storage, as well as regulatory policies and laboratory safety. Course activities are designed to facilitate the application of course content toward development of critical thinking and laboratory problem solving skills.

Prerequisite(s): BIOL111/BIOL111L, CHEM161/CHEM161L and MATH135

BIOL211 Microbiology 3 CR
This course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students compare human microbial pathogens with respect to their structure, function, host selection, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens.

Co-requisite(s): BIOL211L
Prerequisite(s): BIOL110 and BIOL110L

BIOL211L Microbiology Lab 1 CR (2 contact hours)
This laboratory course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students learn skills applicable to the clinical laboratory, including aseptic techniques, microbial culture, and antimicrobial resistance testing. Students also compare human microbial pathogens with respect to their structure, function, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens. A $125.00 lab and insurance fee is charged in this course.

Co-requisite(s): BIOL211
Prerequisite(s): BIOL110 and BIOL110L

BIOL221L Microbiology Lab 1 CR (2 contact hours)
This laboratory course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students learn skills applicable to the clinical laboratory, including aseptic techniques, microbial culture, and antimicrobial resistance testing. Students also compare human microbial pathogens with respect to their structure, function, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens. A $125.00 lab and insurance fee is charged in this course.

Co-requisite(s): BIOL221
Prerequisite(s): BIOL110 and BIOL110L

BIOL221L Anatomy and Physiology I 3 CR
This course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and physiological terminology as it relates to body systems, directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems. Students will review the natural developmental and aging processes that occur in each system. Note: A grade of C or better is required to take the next course in the sequence. There is a $60.00 software fee included in this course.

Co-requisite(s): BIOL221L
Prerequisite(s): BIOL110 and BIOL110L

BIOL221L Anatomy and Physiology I Lab 1 CR (2 contact hours)
This laboratory course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems through laboratory exercises. Note: A grade of C or better is required to take the next course in the sequence. A $105.00 lab and $20.00 insurance fee is charged in this course.

Co-requisite(s): BIOL221
Prerequisite(s): BIOL110 and BIOL110L

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BIOL222 Anatomy and Physiology II 3 CR
This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses. Students will also review the natural developmental and aging processes that occur in each system. Note: There is a $60.00 software fee included in this course.
Co-requisite(s): BIOL222
Prerequisite(s): Completion of BIOL221/BIOL221L with a C grade or above

BIOL222L Anatomy and Physiology II Lab 1 CR
(2 contact hours)
This laboratory course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. A $105.00 lab and $20.00 insurance fee is charged in this course.
Co-requisite(s): BIOL222
Prerequisite(s): Completion of BIOL221/BIOL221L with a C grade or above

BIOL310 Nutrition 3 CR
This course provides an introduction to the basic principles of nutrition and its use in therapy. Students will study the metabolism of nutrients and will perform nutritional assessments of both healthy and diseased individuals of all ages. Food preparation, safety, and unique food customs of major cultural groups will also be presented.
Prerequisite(s): BIOL120, BIOL115 or BIOL221/BIOL221L

BIOL312 Pathophysiology 4 CR
This course expands students' understanding of human disease, the effect of heritable factors and aging on disease processes, and the potential for prevention of specific diseases. Students will evaluate case studies with regard to the etiology, history, presentation, evaluation, treatment, and prevention of multi-system human diseases. Students will employ critical thinking in the application of didactic material to clinical nursing practice.
Prerequisite(s): BIOL222/2222L

BIOL336 Genetics 4 CR
This course presents an introduction to both classical and molecular genetics. Classic genetic concepts covered include Mendelian and Non-Mendelian Patterns of inheritance, as well as linkage and chromosome mapping in eukaryotes and bacteria and bacteriophages. Molecular genetics topics include DNA structure, replication, mutation, and DNA repair; regulation of gene expression in both prokaryotes and eukaryotes; recombination and transposition at the molecular level. Genetic technologies including functional genomics, proteomics, bioinformatics, recombinant DNA, and biotechnology will be introduced and reinforced. Course content will facilitate student understanding of genetic analysis of individuals and populations. Special topics covered will include medical genetics and cancer and developmental genetics.
Prerequisite(s): BIOL111/BIOL111L, BIOL211/BIOL211L and MATH135

BIOL354 Cell and Molecular Biology 3 CR
This course presents a detailed examination of cellular systems and cell to cell interactions. Course content will expand in depth upon the relationship between cellular structure and function: interactions between DNA, RNA and protein biosynthesis and how these interactions are regulated; bacterial and animal cells. Concepts regarding regulatory mechanisms of action and the interdependence of intracellular systems will be emphasized.
Co-requisite(s): BIOL354L
Prerequisite(s): BIOL336

BIOL354 Cell and Molecular Biology Lab 1 CR
(2 contact hours)
This laboratory course is designed to provide foundational laboratory experience for future biological laboratory science professionals. Course content introduces students to techniques commonly used in the cellular molecular laboratory including cell fractionation, cell growth and enzyme kinetics, DNA restriction enzyme analysis, and recombinant DNA technology including cloning and transformation. Laboratory exercises highlight the usage of instrumentation and project based research applications of various techniques in the study of cellular processes.
Co-requisite(s): BIOL354L
Prerequisite(s): BIOL336

BIOL382 Science Ethics 3 CR
Students will examine the ethical issues concerning how scientific studies are conducted, and will be guided in how to make well-reasoned responses to ethical dilemmas encountered in science as well as how to apply established guidelines to ensure the dignity of scientific investigations. Topics could include experimentation with animal and human subjects, conflicts of interest, social responsibility, whistleblowing and guiding the integrity of scientific investigations.
Prerequisite(s): Achieve Senior Status

BIOL430 Advanced Microbiology 3 CR
This course applies the knowledge acquired in introductory microbiology to address current research topics including emerging infectious diseases, antibiotic resistance, microbial biotechnology, virology and microbial ecology and diversity. The biomedical applications of immuno-genetics and molecular immunology will also be explored. Case studies and problem-based learning methods will be utilized to present course content.
Co-requisite(s): BIOL430L
Recommended Prerequisite(s): BIOL354/BIOL354L
Prerequisite(s): BIOL211/BIOL211L

BIOL430L Advanced Microbiology Lab 1 CR
(2 contact hours)
This course builds on the concepts and laboratory techniques introduced in BIOL211L (Microbiology lab) and their utilization in Environmental, Industrial, and Food Microbiology. Students will also gain experience working with Microbial Biotechnology and Immuno-logical assays and techniques. Emphasis is placed on the practical application of microbiology laboratory skills in the workplace.
Co-requisite(s): BIOL430
Recommended Prerequisite(s): BIOL354/BIOL354L
Prerequisite(s): BIOL211/BIOL211L

BIOL458 Forensic Science I 3 CR
This is a survey course covering application of biological laboratory sciences to solving crime. Topics covered include forensic entomology, forensic anthropology, and various forensic applications of biotechnology including DNA isolation, DNA fingerprinting, blood and tissue analysis. Lecture and Laboratory elements are integrated.
Co-requisite(s): BIOL458L
Prerequisite(s): BIOL354/BIOL354L and CHEM310/CHEM310L

BIOL458L Forensic Science I Lab 1 CR
(2 contact hours)
This course provides laboratory experience in the application of various disciplines in biology to forensic science including forensic entomology, forensic anthropology, and various forensic applications of biotechnology including DNA isolation, DNA fingerprinting, blood and tissue analysis. Lecture and Laboratory elements are integrated.
Co-requisite(s): BIOL458
Prerequisite(s): BIOL354/BIOL354L and CHEM310/CHEM310L

BIOL475 Advanced Forensic Science 3 CR
This course will survey the fundamentals of forensic investigations, including fingerprinting techniques and the examination of hair, fiber, glass, and firearms and tool marks. Additionally this course will cover field identification, collection and proper handling of forensic evidence for submission to a crime lab. Lecture and Laboratory elements are integrated.
Co-requisite(s): BIOL475L
Prerequisite(s): BIOL458/BIOL458L and CHEM161/CHEM161L

BIOL475L Advanced Forensic Science Lab 1 CR
(2 contact hours)
This course will offer laboratory experience in the fundamentals of forensic investigation, including fingerprinting techniques and the examination of hair, fiber, glass, and firearms and tool marks. Additionally this course will cover field identification, collection and proper handling of forensic evidence.
Prerequisite(s): BIOL458/BIOL458L and CHEM161/CHEM161L

BIOL486 Introduction to Bioinformatics 3 CR
This course is designed to introduce students possessing a basic foundation in molecular biology, biochemistry and genetics to data bases and tools used in bioinformatics analysis. Practical application of Bioinformatics tools for the Laboratory are emphasized including using DNA, RNA and Protein sequence analysis to determine open reading frames, PCR Primer design, restriction enzyme mapping and exploring potential protein structures. Students will learn how to access and utilize internet resources. No programming skills or software installation is required for course work however student must have broadband access to the internet. Recommended Prerequisite(s): CHEM310 and CHEM310L
Prerequisite(s): BIOL354 and BIOL354L

BIOL490 Biological Laboratory Internship 4 CR
Contact Career Services at least two semesters prior to enrolling.
Internships are designed to provide practical experience in any of a range of biologically-oriented laboratories allowing exposure to the practical applications of working in a biology/biotechnology laboratory setting. Students will be required to submit for approval a written description of their proposed activities. Interns will meet regularly with their internship supervisor and a designated faculty advisor to evaluate progress in the program. Internship positions are unpaid, and must be selected from the list of approved sponsoring laboratories. Students will be expected to work between 12 and 15 hours per week in the sponsoring laboratory, and must complete a final report on their project.
Prerequisite(s): Achieve Senior status; BIOL354/BIOL354L, BIOL430/BIOL430L, and CHEM310/CHEM310L

BIOL495 Capstone Research Project 3 CR
The capstone project consists of a mentored research project on a biological topic that is completed in the junior or senior year. The capstone project must be designed or chosen by the student in consultation with a faculty mentor. The faculty mentor must approve the project before work begins. The project must include both evaluation of data and communication of the study intent, methods, results, interpretation, and conclusion in a report written by the student. The capstone project may be completed within a designated course or by working individually with a faculty mentor; the duration of the capstone project may exceed one semester.
Prerequisite(s): Achieve Junior or Senior status

Bridge Program (BRDG)
BRDG001 Bridge Program Participant 0 CR
The Bridge Program is offered mid- to late August. It is designed for students that have less than 15 transferable college credits and have tested into MATH030 Elementary Algebra. It will be two weeks of intensive study in algebra and will prepare the student to enter MATH125 Intermediate Algebra in the fall semester. A $200.00 fee is charged for this program.
Prerequisite(s): Mathematics section of the COMPASS test completed.

Business (BUSN)
BUSN120 Introduction to Business 3 CR
This course provides a broad study and analysis of the philosophy, environment, and language of business. It introduces students to contemporary business principles, practices, and terminology. Students also gain an understanding and appreciation of the private free enterprise system. The major functional areas of business, including short and long-term financing (including the securities market), forms of ownership, banking, marketing, and management are examined. A $40.00 simulation access fee is charged in this course.

BUSN210 Professional Ethics 3 CR
This course explores applied ethics, focusing on social and professional situations especially in the fields of business, law, and technology. Students learn ethical theory as they examine the complexities of ethical dilemmas. Students also compare and contrast ethical philosophies and moral systems. In addition, students apply creative and critical thinking to ethical dilemmas involving professional and social responsibility.

BUSN225 International Business 3 CR
This course focuses on the international dimensions of business by clarifying and classifying country differences with regard to political economy, International Trade Theory, Foreign Direct Investment, and the Global Monetary System are explained. Emphasis is placed on competing in the global marketplace. International business situations dealing with trade, ethical dilemmas and globalization are examined with the use of proper case analysis techniques.
Recommended Prerequisite(s): BUSN120
Prerequisite(s): MGMT211

BUSN265 Entrepreneurship 3 CR
This course provides foundational knowledge of the entrepreneurial process and its applications in new ventures and other aspects of business management. It addresses the elements of a good business plan, and explains how to build new venture teams and secure financial support. Using case analysis, simulations and experiential learning, the student will develop the ability to recognize and evaluate new business opportunities and define basic strategies for enterprise growth and development. This is the first course in the Entrepreneurship Specialty.
Prerequisite(s): BUSN120, MGMT211 and MKTG211

BUSN288T ABA Major Field Test 0 CR
This course is for students nearing the completion of their Associate of Business Administration degree. This course has one class meeting in which the Major Field Test will be administered. The Major Field Test is a nationally normed exam that covers the basic core business concepts of accounting, information systems, marketing, and management. Note: An $80.00 exam fee is charged in the course. This course is graded on a Pass/Fail basis.
Prerequisite(s): All Foundations of Business courses completed.

BUSN303 Business Research: 21st Century Tools 3 CR
This course is for students nearing completion of their Coordinate of Business Administration degree. While “Google” has become synonymous with search, it is only one of many tools available to researchers today. BUSN303 directs students to original data sources — public and private, internal and external — that lead to unique insights and data-driven business decisions. Students will complete a secondary research project, from problem definition through presentation of results, and gather/analyze data from a wide variety of resources. This course prepares students for future research success, both academically and in the world of business.
Prerequisite(s): BITS211, BUSN120, MGMT211, MKTG211 or STAT220

BUSN311 Business Planning for Entrepreneurs 3 CR
This course provides an in-depth business planning experience focused especially to the scope, scale and needs of the business entrepreneur in developing a new venture. Students will be able to learn and immediately apply knowledge and skills they developed as they build a comprehensive business plan that incorporates financial, marketing and long range planning methods.
Prerequisite(s): BUSN120, FINC223, MGMT211 and MKTG211

BUSN488T BBA Major Field Test 0 CR
This course is for students nearing completion of their Bachelor of Business Administration degree. The course will have only one class meeting which is for the completion of the Major Field Test. The Major Field Test is a nationally normed exam that tests over core business concepts of accounting, economics, statistics, marketing, information systems, and management. Note: An $80.00 exam fee is charged in the course. This course is graded on a Pass/Fail basis.
Prerequisite(s): Senior status; taken concurrently with program capstone (ACCT495, ACCT490 for BBA/MBA Honors Accountancy only, BUSN495, FINC490 or FINC495, HRMG453, MKTG441).

BUSN489 Field Experience in Business 3 CR
This course provides the opportunity to apply discipline-related knowledge through live, field-based projects with organizational clients from diverse industries and sectors, including entrepreneurs, small businesses, and non-profit organizations, among others. Teams of three to five students, with support of faculty, provide data, analysis, and recommendations designed to help clients achieve new insights on organizational challenges and to impact growth. This course is one option to meet the Experiential Learning requirement in the D.W. Maine College of Business.
Prerequisite(s): Senior status; minimum cumulative GPA of 2.3.

Note:
For submission to a crime lab. Lecture and Laboratory elements are integrated.
BUSN495 Business Planning Capstone 4 CR
This business capstone course integrates the knowledge, skills and abilities acquired by students as they pursue management or business degrees, and applies them in development of a long-range business plan for a small- to medium-sized firm, or a division of a larger organization. As a capstone, course content will draw upon student understanding of operations, finance, accounting, human resources, marketing and other key corporate functions. Through creation of a business plan, students will demonstrate mastery of both strategic and tactical planning. An $85.00 simulation access fee is charged in this course.
Co-requisite(s): BUSN488T
Prerequisite(s): FINC223 or FINC235; BUSN303 or MKTG412; ENGL311 and achieved senior status

BUSN495S Sport Management Planning Capstone 4 CR
This planning capstone course integrates the knowledge, skills and abilities acquired by students as they pursue the Sport Management degree, and applies them in development of a long-range business plan for a small- to medium-sized firm, or a division of a larger organization. As a capstone, course content will draw upon student understanding of operations, finance, accounting, human resources, management, marketing and other key corporate functions. Through creation of a business plan, students will demonstrate mastery of both strategic and tactical planning. An $85.00 simulation access fee is charged in this course.
Prerequisite(s): This course must be completed in the last semester

BUSN496 International Business Capstone 3 CR
This case study course places management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as sustainability, ethics and social responsibility. Students explore the skills necessary for international decision making through numerous simulations, exercises and projects.
Prerequisite(s): BUSN210, BUSN225 and SOSC201

Business Information and Technology Systems (BITS)

BITS101 Computer Essentials 3 CR
This course is designed for novice computer users. The primary focus is the development of keyboarding ability since this skill is a prerequisite to computing success. Other areas to be studied include configuring the Windows desktop and managing files with Windows Explorer. Students will also learn the basics of operating a computer for simple word processing tasks, searching the Internet, and effectively using e-mail.

BITS209 Dynamic Presentations 1 CR
Students create dynamic, computerized presentations using the advanced tools of professional-caliber presentation software. Students will learn to enhance presentations with custom animations, transitions, action controls, and a variety of multimedia objects. In addition to design techniques, students study the tools for professionally delivering a presentation within various environments. This course is recommended for all students who will need to make polished presentations in their career.
Recommended Prerequisite(s): CISP100

BITS211 Microcomputer Applications: Spreadsheet 3 CR
Students create and manipulate spreadsheets with MS Excel to solve business applications. It is expected that students have a familiarity with spreadsheet software, as the course quickly progresses to advanced features, including data validation, linked workbooks, pivot tables, lookup functions, solver, and scenario manager. By the end of the semester, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100
Prerequisite(s): MATH125

BITS212 Microcomputer Applications: Database 3 CR
Students learn to create and manipulate databases to solve business applications. The course begins with the basic structure and configuration of tables, queries, forms, and reports. It then advances to more complex queries, custom forms and reports, macros, and the integration of databases with the web and other programs. At the end of the semester, students combine these features into a functional database which has a user-friendly interface. By the end of the semester, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100

BITS213 Microcomputer Applications: Desktop Publishing 3 CR
Students learn to design high-quality, marketable publications with industry-standard page composition software. Sample projects include newsletters, brochures, letterheads, business cards, and on-line materials. Publication design principles and software competency are integral components of this course. Students work on team projects and pre-press activities which are critical components of desktop publishing.
Recommended Prerequisite(s): CISP100

BITS214 Microcomputer Applications: Word Processing 3 CR
This course expands on prior word processing knowledge. Students study advanced commands and features of industry-standard word processing software for production of various business documents. Some areas of study include macros, mail merge, sharing data, compiling specialized tables, collaborative tools, and forms. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100

BITS221 Administrative Procedures 4 CR
This course prepares students to support an administrative department in a variety of office tasks. Students compose business documents, file correspondence, use proper telephone technique, process mail, make travel arrangements, and plan meetings. A focus throughout the course is business etiquette and professionalism as related to the duties of an administrative assistant.
Prerequisite(s): CISP111 or CISP112 and ENGL110

BITS290 Business Info Tech Internship 3 CR
Contact Career Services at least one semester prior to enrolling. This associate-level Business Information Technology and Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience shall be closely related to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): BUSN120 and MGMT212; BITS211, BITS214 or BITS301 and a 2.3 GPA in the major.

BITS301 Image Editing Applications 3 CR
Students create, edit, and prepare graphics for print publications and web sites using professional image editing software. A project approach gives students an advanced-level of understanding of photo editing and design for a variety of media formats. Students will create dynamic artwork using layers, color commands, painting tools, filters, typeface design, and many other image techniques. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100 and CISP220

BITS302 Graphic Illustration Software 3 CR
This course introduces students to professional digital illustration software. Students will learn to create everything from simple graphics, icons, and text to complex, multi-layered illustrations for print publications, multimedia presentations, or the web. Students learn to draw illustrations electronically, transform objects, work in layers, and create special effects with patterns, brushes, and filters.
Recommended Prerequisite(s): CISP100
BITS303 Web Authoring Applications

Students learn to create effective and attractive web pages through the use of a popular web authoring program. Topics of study include layout, typography, graphics, navigation, and color techniques. Students learn the appropriate use of tables, image maps, cascading style sheets, toolbars, and palettes. Publishing and maintaining a website are also integral components of this course. Students will have created many functional and aesthetic web pages upon completion of this course. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): BITS301
Prerequisite(s): CISP220

BITS345 Digital Video Editing

This course is an introduction to digital video editing using current video editing software tools and techniques. Topics covered include making video montages, editing soundtracks, creating documentaries, producing a PSA or a commercial, working with special effects. Students are expected to perform hands-on application of the material covered.

Prerequisite(s): BITS301

Chemistry (CHEM)

Chemistry lab classes require 2 hours of contact time for 1 credit hour. All CHEM prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

CHEM150 Foundations in Chemistry

This course emphasizes general chemistry principles, including introductory topics in organic chemistry and biochemistry for the health professions student.

Co-requisite(s): CHEM150L
Prerequisite(s): MATH125

CHEM150L Foundations in Chemistry Lab

This course is an introduction to general chemistry laboratory principles and techniques that accompanies CHEM 150. Emphasis is placed on fundamental chemistry principles, organic chemistry, and biochemistry for the health professions student. A $125.00 lab and insurance fee is charged in this course.

Co-requisite(s): CHEM150
Prerequisite(s): MATH125

CHEM160 General Chemistry I

This course introduces the student to the basic theories and concepts in chemistry. Topics that will be covered include: atomic structure, chemical bonding, stoichiometry, gas laws, thermochemistry, quantum theory, states of matter, and solutions.

Co-requisite(s): CHEM160L or CHEM160V
Prerequisite(s): MATH125

CHEM160L General Chemistry I Lab

This laboratory course supplements the learning in CHEM160. It is an introduction to fundamental principles and techniques of chemistry. Emphasis is placed on basic chemical theories, stoichiometry, properties of solutions, gas laws, and thermochemistry applications. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM160V will be taught in a virtual format.

Co-requisite(s): CHEM160
Prerequisite(s): MATH125

CHEM161 General Chemistry II

This is the second semester of a two semester sequence. This course expands on previously gained knowledge and introduces the student to additional basic theories and concepts in chemistry. Topics that will be covered include: reaction rates, chemical equilibrium, acid-base equilibria, thermodynamics, electrochemistry, nuclear chemistry, chemistry of metals/nonmetals and organic chemistry.

Co-requisite(s): CHEM161L or CHEM160V
Prerequisite(s): CHEM160 and CHEM160L or CHEM160V

Recommended Prerequisite(s): CHEM161L General Chemistry II Lab

Prerequisite(s): CHEM161

CHEM161L General Chemistry II Lab

This course expands on the topics explored in CHEM160L. Emphasis is placed on basic chemical theories, acid-base properties, equilibrium, kinetics, electrochemistry and qualitative analysis. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM161V will be taught in a virtual format.

Co-requisite(s): CHEM161
Prerequisite(s): CHEM160 and CHEM160L or CHEM160V

CHEM250 Organic Chemistry I

This is the first semester of a two semester sequence. This course introduces students to the fundamental concepts necessary for understanding organic molecules and their significance in biological systems. Topics include classes of organic compounds, nomenclature, covalent bonding, stereochemistry, spectroscopy and reaction mechanisms.

Co-requisite(s): CHEM250L
Prerequisite(s): CHEM161 and CHEM161L or CHEM161V

CHEM250L Organic Chemistry I Lab

This laboratory course highlights the concepts learned in lecture. Students will learn and employ techniques for the preparation, isolation, purification and characterization of organic molecules. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM250V will be taught in a virtual format.

Co-requisite(s): CHEM250
Prerequisite(s): CHEM161 and CHEM161L or CHEM161V

CHEM255 Organic Chemistry II

This is the second semester of a two semester sequence. Topics include structure and reactions of aromatic compounds, carbonyl compounds, carbohydrates, amino acids, and lipids; nomenclature of organic compounds; synthesis; and reaction techniques.

Co-requisite(s): CHEM255L
Prerequisite(s): CHEM250 and CHEM250L or CHEM250V

CHEM255L Organic Chemistry II Lab

This course is a continuation of the first semester lab course. Students will gain more experience in multistep synthesis and analysis of products. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as CHEM255V will be taught in a virtual format.

Co-requisite(s): CHEM255
Prerequisite(s): CHEM250 and CHEM250L or CHEM250V

CHEM310 Biochemistry

The fundamentals of biochemistry will be presented, emphasizing a broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of lipids, amino acids, proteins, and nucleic acids. An understanding of the metabolic basis of disease and relevance to human physiology and medicine is highlighted.

Co-requisite(s): CHEM310L
Prerequisite(s): CHEM250 and CHEM250L or CHEM250V

CHEM310L Biochemistry Lab

This laboratory course builds upon laboratory skills commonly used by biological laboratory professionals. Project based laboratory instruction includes isolation and characterization of proteins and other biomolecules; computational biochemistry including enzyme kinetics and inhibition, data acquisition/statistics, genomic and proteomic databases, and molecular modeling; spectroscopy (UV/VIS), chromatography (gel filtration, ion exchange, affinity), electrophoretic techniques (PAGE, agarose gel); and genetic engineering techniques, DNA isolation, sequencing, cloning, PCR, and microarrays. Course structure emphasizes research application of techniques and instrumentation. A $125.00 lab and insurance fee is charged in this course.

Co-requisite(s): CHEM310
Recommended Prerequisite(s): BIOL221/BIOL221L
Prerequisite(s): BIOL354 and BIOL354L

CHEM310L Biochemistry Lab

This laboratory course builds upon laboratory skills commonly used by biological laboratory professionals. Project based laboratory instruction includes isolation and characterization of proteins and other biomolecules; computational biochemistry including enzyme kinetics and inhibition, data acquisition/statistics, genomic and proteomic databases, and molecular modeling; spectroscopy (UV/VIS), chromatography (gel filtration, ion exchange, affinity), electrophoretic techniques (PAGE, agarose gel); and genetic engineering techniques, DNA isolation, sequencing, cloning, PCR, and microarrays. Course structure emphasizes research application of techniques and instrumentation. A $125.00 lab and insurance fee is charged in this course.

Co-requisite(s): CHEM310
Recommended Prerequisite(s): BIOL221/BIOL221L
Prerequisite(s): BIOL354 and BIOL354L

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Chinese (CHIN)

CHIN111 Beginning Chinese I 3 CR
This first semester Chinese course is an introduction to listening, speaking, reading and writing skills, and Chinese-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of Chinese-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

CHIN211 Intermediate Chinese I 3 CR
The third semester Chinese course is a continuation of language skills and cultural understanding in CHIN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Chinese-speaking cultures.

Pre requisite(s): Completion of CHIN111 with a C or above.

CHIN221 Intermediate Chinese II 3 CR
The fourth semester Chinese course is a continuation of language skills and cultural understanding from CHIN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Chinese-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

Pre requisite(s): CHIN121

CHIN311 Chinese for the Professions 3 CR
A course designed for students pursuing the language specialty. This course follows a language needs approach which consists of developing content based on the needs and interests of students and their prospective majors. Students will relate information studied in other subjects to their learning of foreign language. Concentration will be on preparing students with specific language and usage in relevant cultural contexts in their intended careers. Instruction will utilize target language.

Pre requisite(s): CHIN221

Communications (COMM)

COMM120 Presentation Techniques 3 CR
This course introduces and applies the theories and principles of effective communication. Students learn to organize and present clear, logical messages to specific audiences. They develop confidence in public speaking and increase their ability to inform and persuade listeners. They also implement critical thinking and listening skills. Finally, students exhibit the skills and tools necessary to construct, organize, and deliver effective speeches. Note: Online sections will have an $80.00 book fee included with tuition charges.

COMM311 Organizational Communication 3 CR
This course is designed to develop the skills and attitudes necessary for effective communication in business and professional settings. Successful students will be able to evaluate the cultural dynamics of an organization as well as to develop effective strategies of leadership and to enhance internal and external communication, problem-solving and collaborative decision-making abilities.

COMM313 Small Group Communication 3 CR
This course is a practical as well as theoretical introduction to small group dynamics designed to provide opportunities for developing and improving group communication skills. Successful students will be able to evaluate strategies and techniques necessary for effective group leadership and to develop the skills necessary for conducting and participating in small group discussions, problem-solving and decision-making.

COMMM15 Intercultural Communication 3 CR
This course presents communication as an interaction among people who are culturally different, whether it is because of ethnicity, nationality, self-determination, gender, or age. Because of the changing global community, intercultural communication is vital to each person’s life. Successful students will be able to evaluate and apply strategies and techniques necessary to employ effective communication between cultures.

Pre requisite(s): COMM120 and ENGL109

COMM385 Communication Special Topics 3 CR
This course prepares students for communication in organizations using a problem-solving process. Students practice critical thinking, persuasive strategies, interpersonal communication, teamwork, and current technology while addressing orally and in writing the needs of multiple audiences within organizations. Topics include audience analysis, informative and persuasive writing strategies, research strategies, and the style, tone, organization, and graphics used in organizations. Students prepare documents such as the proposal, feasibility study, progress report, case study, and PowerPoint slides for oral presentations.

Pre requisite(s): ENGL109 and COMM120

Computer Information Systems and Programming (CISP)

CISP100 Introduction to Computers 3 CR
This course introduces students to computer hardware, software, and terminology. Hands-on lab exercises will be extensive and focused on Internet usage, file management, and microcomputer software (word processing, spreadsheet, database, and presentation).

Recommended Prerequisite(s): Keyboarding 25 wpm

CISP111 Requirements Planning and Development 3 CR
This course surveys the main components of the business systems cycle. The five phases of the systems development life cycle (SDLC) (systems planning, system analysis, systems design, systems implementation, and system operation and support) will be investigated. Students will look at how many of the typical business needs are incorporated into a business system. These may include invoicing, accounts receivable, order entry, inventory, accounts payable, payroll, manufacturing, and sales/marketing. Participation in a group project, site visit, or case study will give students a sense of group dynamics in real-world systems development projects.

Recommended Prerequisite(s): CISP100

CISP112 Applied Information Technology 3 CR
This course introduces students to the foundations of information technology, systems and management processes used in today’s global business environment. Topics include hardware, software, database management, networks and Internet technologies, as well as an overview of the system development process. Students will gain a business perspective and knowledge of common management information systems such as: automation and support systems; strategic information systems; enterprise resource planning systems. The security, privacy and ethical implications of information technology will also be explored.

Recommended Prerequisite(s): CISP100

CISP211 E-Business Foundations 3 CR
This course is an introduction to the world of electronic business—business activities carried out electronically via the Internet. Main topic areas include Internet-based technologies used to create new business opportunities, business strategies for e-commerce, hardware and software requirements for e-business activities, security concerns, and payment systems. A discussion of social networking tools and their impact on current businesses will be discussed. Marketing techniques, business models and decision-making processes regarding Internet-based technologies and business decisions will be discussed.

Prerequisite(s): CISP111 or CISP112
CISP220 Web Page Applications 3 CR
This course covers tools for rapid deployment of common and complex Web solutions. Students will use current techniques to develop, publish, and maintain the most complex of web sites. Topics covered include interfaces, forms, interactive content, media, and e-commerce technologies. Specific skills will be developed in the use of HTML, DHTML (Dynamic Hypertext Markup Language), CSS and JavaScript.
Prerequisite(s): CISP111 or CISP112

CISP238 Server Side Scripting I 3 CR
This course combines application development with the web site design. Topics include building dynamic database-driven web sites such as online storefronts, payment systems, and back-end business system integration. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CSCI232, CSCI234, CSCI239, or CISP242

CISP242 Visual BASIC Programming 3 CR
This course continues the study of programming utilizing Visual BASIC Programming. Emphasis will be placed on how to work with databases from within Visual Basic. Other topics include utilizing class modules, creating DLL’s, utilizing common controls and the Windows API functions, and deploying and debugging an application.
Prerequisite(s): CSCI231

CISP246 3D Modeling 3 CR
This course provides the student with an introduction to 3D modeling. Students will utilize polygonal and NURBS modeling to develop surfaces, shapes, and basic animations. Topics covered include lighting, rendering, paint effects, and particles.
Prerequisite(s): CISP111

CISP247 Database Design 3 CR
This course will examine the major types or data models of Database Management Systems (DBMS): hierarchical, network, relational, and object-oriented. The principles and problems of database design, operation, and maintenance for each data model will be discussed and compared. Topics that will be covered include design theory, query language, relational expressions, SQL, stored procedures, client-server interfaces, entity relationship diagrams, normalization, and database security.
Prerequisite(s): CISP111 or CISP112

CISP253 Perl/Python Scripting 3 CR
Perl and Python programming languages are both cross platform in nature and can be used on Windows, Linux/Unix and Mac OS systems. This broad-based capability makes the Perl/Python Scripting languages highly useful in the field of technology. Both languages are highly capable in stream editing of data, data manipulation and parsing, which are programming capabilities required in IT Forensics.
Prerequisite(s): CISP111

CISP275 Database Administration 3 CR
This course explores tools and techniques for managing an organization’s data resources and database technology. Topics include database architecture, database management system (DBMS) selection, database technology installation, database creation and maintenance, DBMS operation and troubleshooting, data warehousing technology, database performance tuning, and database reengineering. In the laboratory, students engage in activities performed by a typical database administrator.
Prerequisite(s): CISP247

CISP290 Computer Information Systems Internship 3 CR
Contact Career Services at least one semester prior to enrolling. This associate-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site. A $20.00 insurance fee is charged in this course.
Prerequisite(s): Sophomore status; BUSN210, CISP111, and either CSCI231 or CISP253; minimum 2.5 cumulative grade point average and 2.7 in the major.

CISP309 Database Systems 3 CR
This course covers the use of a relational database management system (RDBMS) in the design and development of database systems. Topics include the use of SQL, DDL, stored procedures, index(es), constraints, triggers, user management, query optimization, and administrative tasks.
Prerequisite(s): CISP247

CISP310 Server Side Scripting II 3 CR
This course extends upon the concepts learned in CISP238; Server-Side Scripting I. Advanced concepts in server-side scripting will be introduced, including webservice configuration, tuning, caching, transactional processing, and localization techniques. Students will design, develop, test, and deploy database applications to simulated test, quality assurance, and production environments.
Prerequisite(s): CISP238 completed with a grade of C or better.

CISP313 Computer Selection and Training 3 CR
This course will create the ability to conduct the business planning process and training programs for implementing a computer system. The needs assessment step will be studied and desired computer output will be determined. Request for proposal (RFP) will be developed. Using the results of a RFP, the student will conduct an evaluation of hardware and software products (including packages). Written documentation in the form of corporate policy and procedures will be developed.
Prerequisite(s): CISP111 or CISP112

CISP316 Web Design 3 CR
In this intermediate to advanced web design course students apply the main web site production processes with particular emphasis on design elements involving layout, navigation and interactivity. Hands-on web design exercises will be taught using state of the art software. Design techniques will be discussed and implemented into a functional website that the student will create in the course.
Prerequisite(s): BITS303

CISP325 Data Mining 3 CR
This course will cover the theory of machine learning and data mining as fundamental applications of artificial intelligence and statistics. Topics will include decision trees, neural networks, logistic regression, data prepa ration and modeling, clustering, classification, entity associations, deviation detection, and link analysis. Techniques will be applied to various professional sectors, including finance, credit rating, fraud detection, database marketing, customer relationship management, and stock market investments.
Prerequisite(s): CSCI280 and STAT322

CISP328 Advanced Database Programming 3 CR
This course surveys advanced database design techniques relating to enterprise-wide databases and the implementation of these designs using some of the programmatic extensions to Structured Query Language (SQL) supported by today’s leading enterprise-class Relational Database Management Systems (RDBMS). Topics include: advanced data analysis with an emphasis on storage considerations; data transformation techniques to enhance interoperability of data; stored procedure and trigger design and implementation; and query optimization to enhance database performance.
Prerequisite(s): CISP309

CISP330 Software as a Business 3 CR
This course will survey issues related to the commercialization of a software product. Topics will include innovation, entrepreneurialism, business organization options, funding, software development options, intellectual property, and other aspects related to getting from an idea to a successful business. Students will be responsible for designing, developing, and beginning the process of creating a technology start-up company.
Prerequisite(s): CISP111 or CISP211 and MGMT211

CISP340 Mobile Application Development I 3 CR
This course explores the tools, platforms, and techniques required to develop applications for highly mobile and compact devices. Mobile applications...
will be designed, developed, tested, and deployed that provide computing services to the mobile user. The design implications between traditional desktop application development and mobile application development will be investigated during the course of application development. Note: A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): CSCI231

CISP341 Mobile Application Development II 3 CR
This course continues exploring the tools, platforms, and techniques required to develop applications for highly mobile and compact devices. Advanced topics in mobile applications will be discussed with emphasis placed upon the application lifecycle post initial distribution. Topics include debugging, cross-platform development, version management, application distribution, and integrating with web-based services.

Prerequisite(s): Completion of CISP340 with a C or better grade.

CISP381/382/383 International CIS variable CR
This course explores Computer Information Systems (CIS) or e-Business in an international context. Students learn about CIS or e-Business concepts while studying in another nation. Students reflect upon the CIS or e-Business practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

CISP401 Systems Analysis and Design 3 CR
The major concepts of systems analysis and design are reinforced. The student will learn how to provide management for projects that employ the methods of data gathering, fact-finding and input/output design. Using case problems, students will implement the techniques of system development and project management. In preparation for the role of a systems analyst or designer, students will be expected to use all of the skills and techniques of an advanced analyst to research a complex project.

Prerequisite(s): CISP111, CISP247 and either CSCI232, CSCI234, CSCI239 or CISP242

CISP405 B2B Processes 3 CR
This course explores the variety of methods that companies are using to improve their purchasing and logistics activities with Internet- and Web-based technologies. Main topics covered include MRPII and ERP concepts, buy-side and sell-side services, XML/EDI document interchange, supply chain management, and logistics activities.

Prerequisite(s): CISP111, CISP220 and CISP247

CISP410 Systems Integration 3 CR
This course will investigate enterprise resource planning (ERP), Enterprise Application Integration (EAI), Business Process Modeling (BPM), and Business Activity Monitoring (BAM) in a global enterprise. An ERP framework will be utilized to implement business processes and measure success benchmarks. Topics include the ERP framework, software implementation, Electronic Data Interchange (EDI), Extensible Markup Language (XML), flat-files, systems planning and implementation, and methodologies for evaluating success using ERP.

Recommended Prerequisite(s): CISP405
Prerequisite(s): CISP309 and CSCI312

CISP415 3D Animation 3 CR
This course expands on 3D Modeling techniques learned in previous classes and begins to incorporate animation into these objects. Students will learn techniques that include path animation, using lattice for flying text, proper pivot points, using with deformers, using kinematics, proper geometry constraints and proper use of binding points.

Prerequisite(s): CISP246

CISP446 Data Warehousing 3 CR
The design and implementation of data warehouses (including data marts and operational data stores) are studied using current database technologies. Topics include data modeling for warehouses, data warehousing infrastructure and tool selection, data exploration, data synthesis and reduction, organizational metadata, data warehouse administration, and other contemporary issues.

Prerequisite(s): CISP328 and STAT322

CISP490 Computer Information Systems Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisite(s): Junior status, CISP247 and either CSCI232, CSCI234, CSCI239, CSCI242 or CISP310; minimum 2.5 cumulative grade point average and 2.7 in the major.

Computer Science (CSCI)

CSCI222 Biometrics Fundamentals 3 CR
This course will present an overview of the topics fundamental to Biometrics. Those topics will include an introduction to the Biometric modalities currently being used today (such as Face, Finger, and Iris). Performance evaluation of biometric systems will be explored as well as understanding the components that make up a biometric system. An overview of the sciences that allow biometrics to be used today will also be briefly covered (Computer Vision, Pattern Recognition, Machine Learning, and Statistical Inference).

Prerequisite(s): IAAS221 or IAAS224

CSCI231 Introduction to Programming 3 CR
This is an introductory course in object-oriented programming. Students learn fundamental programming concepts including structured programming, operations on data and decision-making, looping, recursion, pointers, scope and class of variables strings, numeric arrays, sorting, and an introduction to data structures. Emphasis will be placed on the design, development, and testing of programs used to solve practical problems.

Prerequisite(s): CISP111

CSCI232 Object-Oriented Programming with C++ 3 CR
This course is a continuation of object-oriented programing utilizing C++. Students learn to design, code, test, and debug programs using object oriented techniques. Emphasis is placed upon topics such as problem solving, programming structure, arrays, strings, pointers, classes, inheritance, polymorphism, constructors, copy constructors, destructors, overloading operators, virtual functions, I/O file streams, and data files. Students learn how to strengthen problem solving skills and analytical techniques as they apply to their programs a variety of data types, input/output, operators, decisions, looping, and functions.

Prerequisite(s): CSCI231

CSCI234 Object-Oriented Programming with C# 3 CR
This continuing course in object-oriented programming exposes students to C# programming and object-oriented analysis and design techniques. Students will design, develop, and test applications used to solve practical problems. Topics explored include classes, inheritance, polymorphism, interfaces, database access, extensible markup language, and network programming.

Prerequisite(s): CSCI231

CSCI239 Object-Oriented Programming with Java 3 CR
This course investigates advanced topics in object-oriented programming using the Java programming language. Data structures, Trees, Linked Lists, Abstract Data Types, Binary Trees, Graphs, Searching and Sorting Algorithms are covered.

Prerequisite(s): CSCI231

CSCI244 Introduction to Gaming Theory 3 CR
This course will present an overview of game theory and emphasize the ideas behind the theory rather than their mathematical expression. Topics will include Nash equilibrium, mixed strategy equilibrium, and extensive, competitive and repetitive games.

Prerequisite(s): CISP111
CSCI258 Introduction to Game Design 3 CR
This course introduces students to the game development process from storyboarding the initial concept to the final marketing documentation. During this course, students will utilize multiple game development methodologies to move a project through the major stages of game design with each student assuming one or more of the development team roles.
Prerequisite(s): CSCI244

CSCI260 Software Engineering 3 CR
The key objective of this course is to learn modular design of software and documenting the design using symbolic representations, i.e., UML diagrams. The course will cover software life-cycle models and different phases of the software development process. Object-oriented techniques are key to the course. However, this is not a programming course.
Prerequisite(s): CSCI231

CSCI280 Artificial Intelligence 3 CR
This course will present an introduction to the field of Artificial Intelligence. Topics will include problem solving, search techniques (including game playing), inductive learning, decision trees, reasoning, and natural language understanding.
Prerequisite(s): CSCI231 and MATH250

CSCI312 Data Structures and Algorithms 3 CR
A continuation of object-oriented programming, this course investigates advanced topics in technically-oriented programming. Data structures, trees, linked lists, abstract data types, and object-oriented programming are introduced.
Prerequisite(s): CSCI232, CSCI234, or CSCI239

CSCI326 Biometric Spoofing 3 CR
This course will cover the inverse problem to Biometrics: Biometric Spoofing! The course will cover concepts and techniques that are used to spoof Biometric Systems. Topics that may be covered will be liveness detection, encryption, template reverse engineering, and cancellable biometrics. The final project for this course typically involves challenging the student to a hands-on experiment where the student will spoof a commercial biometric device with a variety of attacks.
Prerequisite(s): CSCI222 and CSCI231

CSCI335 2D Game Development 3 CR
This course will cover the conventional models and methodologies of computer game design and development. Topics will include the history of games, graphics, multimedia animation, interactive fiction, and game development environments. Lectures and hands-on exercises will stress game design, virtual reality simulations, and the evaluation of human play experiences.
Prerequisite(s): CSCI244

CSCI340 Introduction to Modeling and Simulation 3 CR
This course introduces students to the fundamentals of modeling and simulation (M&S). Topics covered include M&S theory, simulation tools, data modeling, discrete event simulation, continuous simulations, and Monte Carlo simulation. Students will design, develop, validate, and verify multiple discrete event simulations.
Prerequisite(s): CSCI312

CSCI342 Advanced Object-Oriented Programming 3 CR
This course continues exploring the tools and techniques required to perform object-oriented analysis in an effort to design and build reusable, extensible, efficient, and maintainable software. Design patterns, UML, and object-oriented techniques will be utilized throughout the development life-cycle to design, develop, and test software that meets functional and non-functional requirements.
Prerequisite(s): CSCI312

CSCI350 Biometric Algorithms 3 CR
This course will provide an introduction to general algorithms that have application in the Biometric field. Several algorithms will be covered including those from the computational geometry field, convex hull scans, k-nearest neighbor, PCA and Voronoi Diagrams. By the end of the course the student will have a general exposure to some of the more common algorithms used in Biometrics.
Prerequisite(s): CSCI222 and CSCI234

CSCI370 3D Game Development 3 CR
This course will extend the concepts learned and applied in Game Design (CSCI335) to the 3D environment. Topics will include advanced design and architecture, creation of 3D game and simulation development, and interactive virtual environments. Lecture and hands-on exercises will stress application creation and execution in a 3D context.
Prerequisite(s): CSCI335

CSCI380 Computer Vision 3 CR
The course will focus on image processing and introduce the student to the field of Computer Vision. The goal of Computer Vision is to develop methods that will allow a machine to understand or analyze images/videos. We will explore various fundamental topics in the field typically including image formation, edge detection, segmentation and background subtraction.
Prerequisite(s): CSCI335

CSCI410 Pattern Recognition I 3 CR
This course will cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CSCI335

CSCI411 Pattern Recognition II 3 CR
This course picks up where CSCI410 left off and will continue to cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered.
Prerequisite(s): CSCI410 with a C or better grade.

CSCI420 Distributed Architectures 3 CR
This course will provide an overview of networked computing, the systems and applications supporting and surrounding them. The autonomous nature of distributed computing, as well as design and implementation issues, is examined. Topics include complexity management, concurrency, protocols, security, performance, networking, reliability, fault-tolerance, and middleware. Distributed systems studied will include client-server computing, distributed objects, peer-to-peer, distributed file systems, multicast communication, distributed shared memory, web services and the WWW architecture.
Prerequisite(s): CISP247

CSCI425 Biometric Architectures 3 CR
This course will cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered.
Prerequisite(s): CSCI335

CSCI430 Operating Systems 3 CR
This course investigates operating system structure and design. Topics include computer system structures, processes, threads, CPU scheduling, memory management, virtual memory, I/O, protection, and security. Recent advances in operating system theory will be investigated.
Prerequisite(s): CSCI312

CSCI446 Advances in Biometrics 3 CR
This course will cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): CSCI380 and CSCI410
CSCI448 Collaborative Game Development 3 CR
This course will focus on 2D and 3D game design and development through virtual and physical collaboration. Topics will include the design process, problem solving methods, interdisciplinary team work, current industrial practice, and simulation process capabilities. Comprehensive activities will include application specifications, design, prototyping, implementation, testing and documentation.
Prerequisite(s): CSCI370

CSCI490 Computer Science Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Computer Science Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A Criminal Background check and drug screening may be required by the Internship site. A $20.00 insurance fee is charged in this course.
Prerequisite(s): Junior status, CSCI260 and either CSCI232, CSCI234, or CSCI239; minimum 2.5 cumulative grade point average and 2.7 in the major.

CSCI497 Computer Science Capstone 3 CR
This is the capstone for the Bachelor of Science degree in the Computer Science. Competency of the program will be demonstrated through a project in which the student demonstrates proficiency in their specific major area of study.
Prerequisite(s): Last semester; major courses complete or taken concurrently.

Economics (ECON)

ECON200 Microeconomics 3 CR
This course introduces students to economics. Students learn the basics of supply and demand; the market economy; elasticity; the foundation of consumer demand; the theory of the business firm and costs of production; the market structures of perfect competition, monopoly, oligopoly, and monopolistic competition; theories of labor unions and wages; antitrust policy; and the microeconomic view of international business.
Prerequisite(s): ENGL109 and MATH125

ECON201 Macroeconomics 3 CR
This course introduces students to economics, the schools of economic thought, and international economics. Students learn the methodology, concepts, and terminology of macroeconomics, including principles, theories, and tools. They also study banking, money, the Federal Reserve System, and monetary theory. In addition, macroeconomic problems such as inflation, unemployment, economic growth, and globalization are discussed.
Prerequisite(s): ENGL109 and MATH125

ECON385 Economics Special Topics 3 CR
This course explores economic phenomena in various contexts. Students learn in-depth the significance and implications of economic theory and its applications in business and public policy.
Prerequisite(s): ECON200 or ECON201

English (ENGL)

ENGL021 English/Reading Applications 3 CR
A pre-college level course that extends students’ knowledge of the writing process, as well as higher-level reading, study skills, and critical thinking techniques. Building on existing skills, students develop strategies for pre-writing, writing, revising, and editing using various methods of development. In addition, students apply strategies for effective reading, vocabulary building, and critical thinking, as well as learning how to access and summarize information from electronic sources. Students review grammar and punctuation as needed. Mastery of these skills is an essential component of academic and career success. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
ENGL021L is a 0 credit hour lab utilized in the Accelerated Learning Program (ALP). There is a $300.00 lab fee included in ENGL021L.
Prerequisite(s): Appropriate test scores. Students must complete a diagnostic writing sample.

ENGL109 Composition 3 CR
This course introduces students to expository and persuasive writing. Employing critical thinking and the writing process, students will compose academic essays utilizing a variety of modes. They will also analyze and respond to a variety of academic and professional readings. Students will evaluate information and audience to improve form and content. Students are also introduced to the research process, including finding, evaluating, and documenting sources, to complete a short research project using the American Psychological Association Style.
Prerequisite(s): Appropriate test scores or successful completion of ENGL021. Student must also complete a diagnostic writing sample.

ENGL110 Advanced Composition 3 CR
This course further develops the skills in expository and persuasive writing that were introduced in ENGL109, English Composition. Students develop critical thinking through the creation of essays and documents that use argumentation and persuasion. As a team, students collaborate to present a required assignment to the class. Students learn to research, evaluate, and incorporate information from both primary and secondary sources, to document secondary sources using APA format, and to analyze information and audiences to improve form and content.
Prerequisite(s): ENGL109

ENGL220 Literary Worlds 3 CR
This course introduces students to a variety of literary works, including poetry, drama, short fiction and the novel. Students learn to analyze the thematic and stylistic elements of literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to identify historical, social, and intellectual trends that affect literary works. In addition, they will recognize how literature can enrich our lives by reflecting upon common personal and professional situations.
Prerequisite(s): ENGL110

ENGL311 Professional Writing 3 CR
This course develops the written and presentation skills necessary for success in professional, supervisory, or managerial positions. Emphasis on communication in both on-paper and digital media is included. Students also learn to use a variety of formats, styles, and delivery systems to achieve the clear, concise, and professional communication required to communicate in global markets. To stress the importance of workplace communication, students create a major professional document as a team.
Prerequisite(s): ENGL110 and COMM120

ENGL385 Literature Special Topics 3 CR
This course introduces students to a specialized study of literary works. The study may be based upon a common author, a common theme, a common literary period, or a common literary genre (such as poetry, drama, short fiction, non-fiction, biography or the novel). Students learn to recognize the elements shared by an author’s work, a theme, a period or a genre. Students learn to analyze the thematic and stylistic elements of the specialized literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to go beyond the summary of literary works to an analysis of them, using common literary terms.
Prerequisite(s): ENGL110

English as a Second Language (ESLP)

ESLP012 Intermediate Listening and Speaking 3 CR
This pre-college level course reviews phrase and information retention, comprehension, differentiation of sounds and words, and recognition of grammar applications in controlled and natural listening situations. The course also
focuses on interpretations, inference in interpersonal, academic, and professional situations, and vocabulary related to everyday interactions and academic circumstances is introduced. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP022, ESLP032 and ESLP042. Prerequisite(s): Appropriate language proficiency score established by the University.

**ESLP013 Advanced Listening and Speaking** 3 CR
This pre-college level course increases students’ ability to identify pertinent information by listening to passages of an academic nature and successfully speak without hesitation in informal and academic conversations. The course also helps students determine the main ideas and supporting details as well as write comprehensible, concise, and usable notes, preparing them for entry in major courses. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP023, ESLP033 and ESLP043. Prerequisite(s): Completion of ESLP012 with a grade of C or better or appropriate language proficiency score established by the University.

**ESLP022 Intermediate Writing** 3 CR
This pre-college level course is designed to prepare students to express themselves clearly in writing for academic, professional, and personal situations. The emphasis in this course is on developing extended paragraphs and short responses. Students will also be introduced to multi-paragraph essays. Sentence-level work will be reviewed as needed. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP012, ESLP032 and ESLP042. Prerequisite(s): Appropriate language proficiency score established by the University.

**ESLP023 Advanced Writing** 3 CR
This pre-college level course is designed to increase students’ fluency and confidence in communicating through writing. The emphasis in this course is on writing multi-paragraph essays for academic, professional, and personal situations; emphasis will be placed on the 5-paragraph essay and conventions of standard written English (American). A variety of rhetorical modes will be addressed in this course. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP013, ESLP033 and ESLP043. Prerequisite(s): Completion of ESLP022 with a grade of C or better or appropriate language proficiency score established by the University.

**ESLP032 Intermediate Grammar** 3 CR
This pre-college level course introduces students to the fundamentals of English grammar and teaches them to utilize grammar structures in writing and speaking. Students study simple verb tenses, pronouns and pronoun agreement, modal auxiliaries, comparisons, gerunds, infinitives, passive voice, and articles. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP012, ESLP022 and ESLP042. Prerequisite(s): Appropriate language proficiency score established by the University.

**ESLP033 Advanced Grammar** 3 CR
This pre-college level course emphasizes advanced grammatical structures. This course introduces students to advanced verb tenses, complex modal auxiliary and formation, conditionals, adverb clauses of time, adjective clauses, noun clauses, direct quotes and reported speech. The emphasis in this course is on introducing students to advanced grammatical structures. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP013, ESLP023 and ESLP043. Prerequisite(s): Completion of ESLP032 with a grade of C or better or appropriate language proficiency score established by the University.

**ESLP042 Intermediate Reading** 3 CR
This pre-college level course is designed to further develop literacy skills. Students are introduced to increasingly difficult academically-oriented reading material. Continued vocabulary development and word recognition strategies are also addressed. Students analyze patterns, study main ideas, employ critical thinking skills, and study rhetorical constructions, contexts, and academic, professional texts. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP012, ESLP022 and ESLP032. Prerequisite(s): Appropriate language proficiency score established by the University.

**ESLP043 Advanced Reading** 3 CR
This pre-college level course is designed to prepare students for reading academic and professional material. Students learn to summarize and annotate the reading selections. Students continue to develop their sight-word vocabularies and comprehend longer, more challenging reading material. Also students will practice relating readings to writing and speaking assignments. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Recommended Co-requisite(s): ESLP013, ESLP023 and ESLP033. Prerequisite(s): Completion of ESLP042 with a grade of C or better or appropriate language proficiency score established by the University.

**ESLP124 Enhanced Writing** 3 CR
This credit-bearing course is designed to prepare students for advanced stages of academic and professional writing. The emphasis in this course is on writing compositions of 2-3 pages, using sophisticated vocabulary, and advanced grammar structures. Students also complete a short research assignment and begin case analysis. Recommended Co-requisite(s): ESLP134. Prerequisite(s): Completion of ESLP23 and ESLP033 with a grade of C or better or appropriate language proficiency score established by the University.

**ESLP134 ESL Integrated English Skills** 3 CR
This credit-bearing course focuses on integrating reading, writing, speaking and listening skills in authentic, academic settings to prepare students for content-based, college-level courses and careers. This course also introduces students to cultural aspects of language and to respond appropriately to culturally-based cues. Students will also study research techniques and style formats. Grammar skills will be discussed as needed. Recommended Co-requisite(s): ESLP124. Prerequisite(s): Completion of ESLP13 and ESLP043 with a grade of C or better or appropriate language proficiency score established by the University.

**Environmental Science (ENVS)**

**ENV125 Introduction to Environmental Studies** 3 CR
This course focuses on issues pertaining to environmental awareness and sustainability. Students will gain an understanding of the various components of the Earth System and the complex relationship between humanity and the global environment. Students will analyze and discuss current environmental issues, as well as currently proposed solutions, and debate their likely impact upon present and future generations. Relevant concepts from natural and social sciences will be utilized to critically and creatively evaluate specific issues of environmental awareness and sustainability as they relate to business, health, and technology.

**ENVS385 Special Topics: Environmental Sciences** 3 CR
This is an experiential learning field course. The majority of the instruction takes place off campus. Students will examine concepts related to environmental science through hands-on field explorations in outdoor locations. Topics related to environmental science will be selected based on the location in which field explorations will occur. Students will study these topics while hiking through the natural settings in which they exist and learn about the environmental and geologic history of the region(s). Prerequisite(s): ENGL109 and ENVS125.
FINC211 Corporate Finance 3 CR
This course covers the fundamental principles of corporate finance. Students will be introduced to various methods of company analysis, the term structure of interest rates, the relationship between risk and return, time value of money principles, security analysis, cost of capital and capital structure, and capital budgeting techniques.
Prerequisite(s): ACCT202

FINC212 Advanced Corporate Finance 3 CR
This advanced course deals with topics concerning financial management and strategy. Theoretical as well as practical topics are discussed. Topics include financial planning and forecasting, the management of capital, and risk analysis in capital budgeting, as well as the working theories of capital structure and dividend policy. Students increase their analytical and problem-solving abilities in finance through the use of case studies and integrated PC software in applying various topics facing the modern financial manager.
Prerequisite(s): FINC211

FINC215 Investment Planning 3 CR
This course is an introduction to investment fundamentals, including risk and return; investment information sources; market indexes; analysis of the economy, industry and companies; and investments in stocks, bonds, and mutual funds. Students will also be introduced to international investing, active versus passive investment strategies, fundamental and technical analyses, and other investment vehicles such as options, warrants, and convertibles.
Prerequisite(s): FINC211

FINC220 Money and Banking: Treasury Management Focuses 3 CR
This course is a study of the United States banking system, as well as how the government and the Federal Reserve Board influence bank operations and US monetary policy. Students will become acquainted with the principles of monetary theory and how the banking system is a key player in its implementation. Building on concepts learned in macroeconomics, topics will include the structure of the financial services industry; regulatory structure of the banking industry; the bank planning process; the functions of the central bank; and an introduction to international banking. Students will increase their analytical and problem-solving abilities in finance, while learning to analyze monetary and fiscal policy as practiced by the Federal Reserve. Students will also study banks’ financial statements and will be introduced to credit analysis, investment management, and loan administration.
Prerequisite(s): ECON200 or ECON201 and FINC211

FINC222 Behavioral Finance 3 CR
This class is an introduction to the effect of psychology on the behavior of people in the financial field, such as portfolio managers, financial planners, investors, brokers, etc. The forces that determine risk-taking behavior in the field of investing will be explored, forces that include greed, hope, and fear. The class discusses the effect of human reactions on important aspects of market behavior and price movements. Issues include the errors committed by financial practitioners who rely on rules of thumb when making investment decisions or processing information, the effect of investors’ biased reactions to public announcements about securities, and the effect of perceptions of risk and return characteristics of various asset classes on portfolio management and security selection. A comparison of technical and fundamental analysis strategies and their relationship with behavioral finance is also discussed. Cases demonstrating the application of behavioral concepts to finance will be used.
Prerequisite(s): FINC215

FINC223 Entrepreneurial Finance 3 CR
This applied approach course focuses on the financial life-cycle of a new business venture. Students become familiar with the primary financial activities associated with launching, managing and exiting a business. Application activities involve students in financial goal setting, financial report preparation and analysis, forecasting, financial management (including raising capital and proper cash management) as well as business valuation and exit strategies.
Prerequisite(s): FINC211 and MGMT211

FINC230 Financial Planning and Insurance 3 CR
This course is a study of financial planning and wealth-creation techniques for individuals. Case studies will be utilized to evaluate and establish financial goals of individuals. Tax considerations, fringe benefits, investment techniques, insurance, and retirement and estate planning will also be discussed. Students will learn the application of well-established models and methods in personal financial planning and will be acquainted with concepts, logic methodology, and terms used in the field. Current thinking and developments in the field of financial planning will be presented. The subject of risk management will also be covered, including the various types of insurance: life, health, disability, long-term care, and property, as well as liability insurance. Regulatory, ethical, and legal issues will be discussed.
Prerequisite(s): FINC215

FINC235 Financial Analysis for Business Managers 3 CR
This case-study-based course examines the fundamentals of financial analysis from a business manager’s perspective, focusing on the analysis of financial information when making strategic business decisions. Topics covered include the practical interpretation of financial statements along with the utilization of various analytical techniques including ratio, common-size and trend analysis. Critical thinking and problem solving will incorporate the analysis of competitor and industry financial information.
Prerequisite(s): FINC211, MGMT211 and MKTG211

FINC290 Finance ABA Internship 3 CR
Contact Career Services at least one semester prior to enrolling. This associate-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Sophomore status and the completion of BUSN210, FINC235, MGMT211; minimum 2.70 GPA in the major and 2.70 GPA cumulative.

FINC301 Retirement Plan/Employee Benefits 3 CR
This course covers the principles of retirement planning. Students will examine defined contribution plans and defined benefit plans for the private sector, as well as retirement plans for nonprofit and governmental entities. The class will also cover the retirement plan design, the plan’s installation and administration issues, retirement plan distributions, nonqualified executive benefit plans, and other topics.
Prerequisite(s): FINC211

FINC310 Real Estate Finance 3 CR
This course is a study of real estate as an investment and the strategies utilized in determining desirable properties. Students will discuss financing techniques including syndication, real estate investment trusts, mortgages, and seller-financed properties. Cash flow analysis and financial evaluation techniques will also be explored. Students will learn real estate concepts and financing techniques and will get exposure to the vast array of financing alternatives in real estate and how tax and legal concepts are applied to evaluate financing options for the acquisition of real estate investments.
Prerequisite(s): ACCT201

FINC320 International Finance 3 CR
This course is a study of the operations of the international finance community. The course will emphasize the flow of funds, exchange rate determination and forecasting, management of economics, translation and transaction exposures, and the financing of international trade. The international monetary system, foreign exchange trading, and the problems that occur in international markets will also be discussed. There will be a discussion of the assistance that the banking system provides to the continuing globalization of business.
Prerequisite(s): ECON200 or ECON201

FINC381/382/383 International Finance variable CR
This course explores finance in an international context. Students learn about finance concepts while studying in another nation. Students reflect upon the finance practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a stu-
dent’s international study and pending approval from the appropriate associate dean.

FINC401 Estate Planning 3 CR
This class covers the estate planning process and its goals. The methods of estate transfer at death as well as during life are discussed. The various tax issues that arise with estate planning are examined. Other estate planning issues and considerations such as estate liquidity and postmortem actions are also covered.
Prerequisite(s): FINC301

FINC402 Portfolio Management 3 CR
This course is an advanced study of portfolio construction, management, and protection. The topics covered include setting portfolio objectives, formulating an investment strategy, having a plan for portfolio monitoring and revision, protecting the portfolio when appropriate, and evaluating its performance. The risk-return characteristics of various investment classes are revisited. This is accomplished by covering the mathematics of diversification, a calculation of the correlation and covariance between various asset returns, and the use of these statistical tools in reducing the risk of a portfolio. The revision and evaluation of equity portfolios as well as fixed-income portfolios is presented. Other topics include international diversification, the efficient frontier, market efficiency, and options.
Prerequisite(s): FINC215

FINC403 Health Care Finance 3 CR
This course is an in-depth study of health care financial information. This includes analyzing and interpreting financial information, setting fees, understanding different payment methods health care organizations receive for services rendered to patients, and revenue and receivable management. Other topics include strategic financial planning, the budgeting process, cost variance analysis, and capital project analysis. The class will also cover the difference between for-profit and not-for-profit health care organizations, the tax-status of health care organizations, and the function of managed care organizations.
Prerequisite(s): ACCT200 or ACCT201

FINC490 Finance BBA Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Co-requisite(s): BUSN488T
Prerequisite(s): Junior status, all Business Foundations courses completed, ACCT301, FINC212, FINC235, FINC402; minimum 2.70 GPA in the major and 2.70 GPA cumulative

FINC493 ACG Capstone Experience I 2 CR
The course will prepare students for the ACG Cup competition. The ACG Cup is an intercollegiate competition among students from colleges and universities in West Michigan. Student participants will gain invaluable experience in a real-world context, receive feedback from leaders in the local business community, and expand networks. During the competition, students analyze complex business cases and present strategies involving merger and acquisition alternatives, valuation, capital markets, finance options, and corporate strategy.
Prerequisite(s): FINC212

FINC494 ACG Capstone Experience II 1 CR
This is the second part of the ACG Cup Competition course and includes the case preparation and ACG Cup competition. The ACG Cup is an intercollegiate competition among students from colleges and universities in West Michigan. Student participants will gain invaluable experience in a real-world context, receive feedback from leaders in the local business community, and expand networks. During the competition, students analyze complex business cases and present strategies involving merger and acquisition alternatives, valuation, capital markets, finance options, and corporate strategy.
Prerequisite(s): FINC493

FINC495 Financial Plan Development 3 CR
In this course, a student will demonstrate his or her ability to integrate and apply knowledge of financial planning topics through the completion of case studies and experiential opportunities. Such opportunities will include the development of a financial plan and the presentation of his or her planning recommendations.
Co-requisite(s): BUSN488T
Prerequisite(s): Last semester; major courses complete or taken concurrently.

Geology (GEOL)

GEOL120 Astronomy 3 CR
The general concepts of modern astronomy and cosmology are introduced in this class. Students will learn about the general structure of the Solar System including the distribution and physical characteristics of the Sun, satellites, planets, dwarf planets, and small solar system objects. The similarities and differences between the Earth and other astronomical bodies will be discussed. Theories will be debated concerning the origin and fate of the Universe, the Solar System and its place within the Universe, and the probability of life beyond Earth. Telescopes will be utilized to view objects within our Solar System. A $50.00 off-site trip and insurance fee is charged in this course.

GEOL130 Geology of the Southwestern United States 3 CR
This is a field course. The majority of the instruction takes place off-campus. Students are introduced to the scientific field of geology and apply it through hands-on study in a field setting. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, and depositional environments, surface water and groundwater studies and plate tectonics. Students will study these topics while hiking through the natural settings in which they exist and learn about the geologic history of the region(s). The majority of the course will be held in national parks within the southwestern United States. A $20.00 insurance fee is charged in this course.

GEOL140 Physical Geology 3 CR
Students are introduced to the scientific field of geology. Students also apply the scientific study of geology in a lab setting. The basic principles of biology, chemistry, mathematics and physics are integrated into a concise and straightforward application to the study of the Earth and Earth processes. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, and depositional environments, surface water and groundwater studies, and plate tectonics. A $50.00 off-site trip and insurance fee is charged in this course.

German (GRMN)

GRMN111 Beginning German I 3 CR
This first semester German course is an introduction to listening, speaking, reading and writing skills, and German-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of German-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

GRMN121 Beginning German II 3 CR
This second semester German course is a continuation of language skills and cultural understanding in GRMN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse German-speaking cultures.
Prerequisite(s): Completion of GRMN111 with a C or above.

GRMN211 Intermediate German I 3 CR
The third semester German course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and
Global Project Management (GPMT)

GPMT287 Principles of Project Management 3 CR

Students gain an essential understanding of the discipline and approach to the management of projects in a global environment. Topics explained include project definition, resource planning, project scheduling with Gantt charts, project control, as well as planning and scheduling with limited resources. Topics are explored from both a quantitative and qualitative perspective. Students learn and utilize project software throughout the course. Various techniques used in planning, scheduling, ROI, and controlling projects will be explored and applied through the use of simulations. A $60.00 simulation access fee is charged in this course.

Prerequisite(s): HINT211, HLTH235, MGMT211 or CISP111

GPMT290 Project Management Internship 1, 2, or 3 CR

Contact Career Services at least two semesters prior to enrolling.

This sophomore level Project Management Internship is intended to introduce students interested in the field to the Project Management workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student’s major field, specialty and individual interest and provide work appropriate to a student exploring entry to the professional environment of Project Management. The course is variable credit (1, 2, or 3) with 1 credit requiring 50 hours of career-related work time at the internship site; 2 credits require 100 hours and 3 credits require 150 hours. The course may be repeated for up to a total of 3 credits. Student must meet the minimum 3 credits of Technology Management internship requirement through GPMT490. GPMT290 allows students to take an additional internship earlier in their career. All employment site work must be evidenced by reports filed by the student as well as completion of other academic requirements. Note: A Criminal Background check and drug screening may be required by the internship site. A $20.00 insurance fee is charged in this course.

Prerequisite(s): Sophomore status; 9 or more credit hours completed in Residency at Davenport; 6 credits completed in the Foundation of Technology including GPMT287, cumulative GPA of 2.3 or better in the major classes.

GPMT385 Project Scheduling with Agile 3 CR

This course provides an in-depth look at scheduling in the complex world of global projects. Students will use MS Project as a platform to learn how to plan and create realistic project schedules, network diagrams and work breakdown structures. Additional topics include scheduling with agile methodology, estimating activity duration, determining the critical path, corrective actions, and generating reports. Students will get plenty of practice using MS Project tools using case studies to gain real world experience. Course aligns with Project Management Body of Knowledge (PMBOK) teachings.

Recommended Prerequisite(s): GPMT287

GPMT400 Project Financial/Risk Analysis 3 CR

This course delves into the financial and risk management of project management in a global environment by focusing on activity based forecasting, estimating management reserve, budgeting, risk management and cost associated with projects. Additional topics include identifying and categorizing risks, developing a comprehensive risk management plan, earned value management, and determining proper risk response strategies. It also includes other project management tools and methodologies used in managing global projects. This class is designed to provide students with a metric for an in depth assessment of their desire and commitment toward pursuing a career in global project management in the beginning of their educational process.

Recommended Prerequisite(s): BITS211

Prerequisite(s): GPMT287

GPMT410 Global Sourcing for Projects 3 CR

This class provides students with an in-depth understanding of sourcing in a global environment. Students will develop global contracts and explore cultural and ethical differences of managing projects and contracts in a global environment. Pragmatic and dynamic regional, legal, cultural and ethical environments that affect sourcing decisions and management are reviewed. Upon successful course completion, students will gain an understanding of the requirements and challenges U.S. based corporate project managers face in negotiating and managing global contracts and projects.

Prerequisite(s): GPMT287

GPMT446 Project Quality Management 3 CR

Students will gain insight and knowledge into project product quality and process improvement for creating project or program deliverables. Specific topics include six sigma, lean, quality control, testing, continuous improvement and requirements verification. Special emphasis will be placed on customer satisfaction within a project environment.

Prerequisite(s): GPMT287

GPMT490 Project Management Internship 1-6 CR

Contact Career Services at least two semesters prior to enrolling.

This bachelor-level Project Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. Technology Management majors must meet the minimum required 3 credits of Technology Management internship requirement through GPMT490. The course is variable credit (1-6) with 1 credit requiring 50 hours of career-related work time at the internship site to 6 credits requiring 300 hours. The course may be repeated for a maximum of 6 earned credits. All employment site work must be evidenced by reports filed by the student as well as completion of other academic requirements. Note: A Criminal Background check and drug screening may be required by the Internship site. A $20.00 insurance fee is charged in this course.

Prerequisite(s): Minimum Junior status, completion of 6 credits of GPMT courses, 6 credits within the Specialty, and 9 credits in residency at Davenport University; minimum 2.3 in the major.

GPMT499 Certified Project Management Professional (PMP) Preparation 3 CR

This course prepares students for the Project Management Professional (PMP) certification examination developed and conducted by the Project Management Institute (PMI). This exam-prep course provides a focused review of all subject matter for the Project Management Certification. It uses questions from prior certification exams to help students become familiar with the format, content and nature of the exam. Note: Successful completion of this preparatory course does not guarantee the passing exam. In addition, in order to sit for the Project Management Institute exams, students must meet educational and work experience requirements. Please refer to www.pmi.org for specific exam requirements.

Prerequisite(s): GPMT287 or equivalent experience.

Note: A $20.00 insurance fee is charged in this course.

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Health Sciences (HLTH)

HLTH100 Cardiopulmonary Resuscitation/First Aid 1 CR
This course provides the student with the BLS for Healthcare Providers (AHA) and Heartsaver First Aid (American Heart Association). The BLS portion covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation. The first aid portion (Heartsaver First Aid) of the course teaches how to manage illnesses and injuries in the first few minutes until professional help arrives. This course is intended for those who may have a duty to respond to a first aid or cardiac emergency secondary to job responsibilities or regulatory requirements. A $65.00 supplies and insurance fee is charged in this course. Note: This course is graded on a Pass/Fail basis.

HLTH101 Introduction to Health Careers 3 CR
This course is required in the first semester of declaring any College of Health Professions (CoHP) major. As part of orienting the student to the College of Health Professions programs, this course is also a primer regarding the importance of professionalism in healthcare and patient privacy, the use of universal precautions and safety requirements for healthcare settings and introduces students to the skills needed for University success, including research techniques and career planning and development strategies. A review of the CoHP Student Handbook is included, as well as an introduction to the CoHP practicums and/or clinical professional practice experiences. Students in this course must register and complete the required Criminal Background Check (CBC) and Drug Screen (DS). Note: If the CBC/DS portion of the class is not completed in the specified time frame, a failing grade will be given for the course. A $125.00 fee is charged in this course and a grade of C or better is required to pass this course successfully.

HLTH101S Introduction to Health Careers Seminar 1 CR
This seminar is required in the first semester of admission for select transfer students and re-entry students to the College of Health Professions (CoHP), in order to complete the criminal background (CBC) and drug screen (DS) testing. This course is also a primer regarding the importance of professionalism in healthcare and patient privacy, the use of universal precautions and safety requirements for the healthcare setting. An introduction to the CoHP practicum and/or clinical professional practice experience will be included. An introduction to the current CoHP Student Handbook is included in the course. A $125.00 fee is charged in HLTH101S. Note: If the CBC/DS process is not completed in the specified time frame, a failing grade will be given for the course. This seminar is graded on the standard CoHP grade scale A - C or F. HLTH10IR is a 0 credit seminar which can be used to repeat the criminal background (CBC) and drug screen (DS) testing if required by the practicum/clinical site or other reasons. A $125.00 fee is charged in HLTH101R.

HLTH110 Medical Terminology 3 CR
This course introduces the concept of a system-based approach to learning the professional language of those who are directly or indirectly engaged in health care. Word building through knowledge, use of prefixes, suffixes, root words, and combining forms is a central theme of this course. Spelling, pronunciation, abbreviations, medical symbols, and use of a medical dictionary are also emphasized. Note: A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL109

HLTH202 Death and Dying 3 CR
This course examines issues and concerns involved in helping patients and family members facing the problems of terminal illness and death. Students will be introduced to death-related issues for everyday life, including suicide, bereavement, euthanasia, and hospice care. Living will and advanced directives are discussed. This course also examines current medical concerns regarding the care and treatment of a terminal patient.
Prerequisite(s): ENGL109

HLTH210 Health Care Organizations and Systems 3 CR
This course provides the student with an introduction to health care organizational systems and related resources. Discussions will include history and development of health care in the United States. Students gain a theoretical understanding of various health care provider roles in the overall organizational planning, management, quality, and assessment pertaining to major health policy issues and disciplines in the United States. Topics will compare and contrast the delivery of health care to those of other countries. Note: A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110
Prerequisite(s): ENGL109

HLTH220 Pharmacology 3 CR
This course focuses on the principles of understanding basic Pharmacology and the effects medications have on the body and disease. Names of the top fifty most commonly used medications, their classification, and side effects will be discussed. Safety with respect to calculation and administration of medications will be emphasized. Note: A grade of C or better is required to pass this course successfully.
Recommended Prerequisite(s): BIOL120, BIOL115 or BIOL221 and BIOL221L
Prerequisite(s): MATH125

HLTH230 Health Care Law and Ethics 3 CR
This course will provide the opportunity to explore basic law as it is applied to health related issues and the health care community. The student will be introduced to the concepts of medical ethics and will explore the major ethical issues currently facing health care professionals, with an emphasis on maintaining the highest legal, moral, and ethical standards in their profession. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): ENGL109

HLTH235 Principles of Health Care Management 3 CR
The focus of the course will be on the skills of health care managers, including leadership, communication, change management, and strategic planning. Understanding of human resource management, financial and physical resource management, and organizational development will be gained. In addition, students will compare and contrast issues to gain a better understanding of different types of health care organization’s governance, strategies, structures, conduct, and performance. Note: A grade of C or better is required to pass this course successfully.
Recommended Co-requisite(s): HLTH230
Prerequisite(s): ENGL109

HLTH245 Principles of Reimbursement Management 3 CR
This course introduces the student to the role of health care reimbursement systems. Students gain an understanding of third party payers, payment methodologies, how charges are developed and maintained, and financial implications of reimbursement management. Students acquire knowledge of health claims processing policies and procedures, regulatory guidelines, compliance, and reimbursement’s impact on the revenue cycle. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): ENGL109

HLTH260 Introduction to Environmental Health 3 CR
This course is a scientific introduction and exposure to knowledge relating to the origins of and methods of addressing concerns within our geological, atmospheric, hydrological environments, interactions between human activities, health and environmental systems. Students will use scientific method in defining and solving environmental health related problems. Characterization and control of physical, chemical, biological and radiological pollutants to air, water, soil, and food will be presented. Note: A grade of C or better is required to pass this course successfully.
Prerequisite(s): ENGL110, MATH125 and at least one natural science course completed

HLTH320 Public Health Perspectives 3 CR
This course provides the students with an increased understanding of the role of the health care professional within the larger public health system. The student will study the structure and function of the public health system at multiple levels. An introduction of epidemiological methods and the application of findings for public health policy, health promotion and disease prevention are discussed. Synthesizing the didactic materials will allow the student to create proposals that address specific public health problems. Note: A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110
This course explores health care in an international context. Students learn about health care concepts while studying in another nation. Students reflect upon the health care practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

HINT401 Health Care Research 3 CR
This course will provide the fundamentals of statistical analysis as it applies to health care research. The student in this course will also develop a fundamental understanding of the research process with emphasis on critical reading of published research. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311

HINT460 Health Promotion and Education 3 CR
The purpose of this course is to provide an overview of the field of health education and promotion and an opportunity to develop skills in needs assessment and program planning. The course will review the importance of health education and promotion in contributing to current public health programs and in addressing public health problems. The course will address how to use planning frameworks for conducting needs assessments and designing and evaluating health promotion programs. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311

Health Information Technology/Management (HINT)

HINT110 Health Record Content 3 CR
This course introduces the student to the contents of the health record in paper- and electronic-based formats. The student will analyze, synthesize and evaluate the contents of the health record gaining a detailed understanding of documentation requirements, health care data sets, data monitoring and compliance reporting, data definitions, vocabularies, terminologies, nomenclatures, and dictionaries. The student will comprehend the difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. The student is introduced to HIPAA (the Health Information Portability and Accountability Act); legal and ethical issues pertaining to the contents of the health record, privacy, confidentiality and security, and professional ethics. The student gains comprehension of health care information systems acquisition and evaluation, data integrity, data security, and work process design (ergonomics, equipment selection, etc. ...). Through hands-on experiences the student will gain a detailed understanding of health information specialty systems for release of information (ROI), coding, chart management, registries, etc. A fee of $70.00 is charged in this course for NEEHR Perfect access and use. This course requires two hours of lecture and two hours of lab per week (4 contact hours). Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): CISP111 or CISP112 (and HLTH110 for HIT/HIM students only)

HINT201 Health Information Technology 3 CR
This course provides a detailed understanding of health information systems (administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy and others) commonly available and in use in U.S. health care delivery. An emphasis is placed on application of knowledge of document archival, retrieval, and imaging systems, screen design, data retrieval and maintenance, and data recovery and risk management. Students are provided an overview of commonly available software tools used in health care data processing today, including an introduction to encoding tools and computer-assisted coding software and voice recognition technology, and system architecture and design. Students are introduced to Systematized Nomenclature of Medicine (SNOMED-CT), including a brief overview of its role in the health care delivery system as the basis for an electronic health record. A fee of $170.00 is charged in this course for MedTrack Access and Use and NEEHR Perfect access and use. This course requires two hours of lecture and two hours of lab per week (4 contact hours). Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT110

HINT203 Health Care Delivery Systems 3 CR
This course provides the student with the knowledge and content of health care organizations and the organization of health care delivery. Students gain comprehension of health care providers and disciplines and payment and reimbursement systems and a detailed understanding of external standards, regulations, and initiatives (licensure, certification, accreditation, HIPAA, etc...). In this course students gain understanding and apply knowledge of health care statistics and research through study of indices, data bases, and registries, vital statistics, health care and descriptive statistics, data selection, interpretation and presentation, and information research techniques. The course requires that the student compute health care statistics: a solid foundation in Algebra is required. Note: A grade of C or better is required to pass this course successfully.

Recommended Co-requisite(s): HINT110

Prerequisite(s): MATH125

HINT209 Quality Assurance Health Care 3 CR
This course is an introduction of the methods used to define, implement, and monitor total quality management in health care. The principles of the quality assessment process and risk management will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach. There is a $50.00 fee for NEEHR Perfect access and use. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT203 or HLTH210

HINT211 Health Care Management Foundations 3 CR
This course provides a foundation in management principles with special application and focus on the health care industry. The course will focus on organizational resource management in the health care industry including human resource management, financial and physical resource management, strategic planning and organizational development. The social, environmental, and political factors that impact the health care environment will be identified. Using the 8-step case analysis process from the American Management Association, proper case analysis will be applied through the discussion of various health care management-related situations. Note: A grade of C or better is required to pass this course successfully.

Co-requisite(s): ENGL110

HINT221 ICD Coding 4 CR
This course introduces students to the International Classification of Diseases 10th Revision, Clinical Modification (ICD-10-CM) volumes I and II, and International Classification of Diseases 10th Revision, Procedural Classification System (ICD-10-PCS). The focus of this course is diagnostic coding and inpatient procedural coding. Students gain a detailed understanding of the Official ICD-10-CM/PCS Guidelines for coding and reporting and apply these guidelines in a structured context for accurate code assignment. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding of the importance of data quality and data integrity. Students compare and contrast the new ICD-10-CM/PCS to ICD-9-CM (the previous classification system). Students are introduced to other classification systems such as, DSM-IV and ICD-O. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. A fee of $15.00 is charged in this course for 3M Encoder. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL116, BIOL131 and HINT110

HINT222 Procedural CPT/HCPCS Coding 3 CR
This course introduces students to the Current Procedural Terminology (CPT) and the Health Care Common Procedural Coding System (HCPCS) Level II. The focus of this course is outpatient procedural coding including evaluation and management coding. Students interpret, comprehend, and apply principles of the CPT and HCPCS coding systems for accurate procedural code assignment. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding of the importance of chargemasters and claims denial management. Students will
learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. A fee of $15.00 is charged in this course for 3M Encoder. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL116 and HINT110

HINT223 Advanced Coding 4 CR
A continuation of HINT221 and HINT222, this course emphasizes case studies using more complex code assignments with ICD-9-CM, CPT-4 and HCPCS Level II coding systems. Students apply the use of Prospective Payment Systems (including DRGs and APCs) and payment systems for professional fee billings (including RBRVS and ASC examples). Students are introduced to crosswalks and maps used in the clinical coding process. Students gain a detailed understanding of severity of illness systems and case mix analysis. Students have extensive hands-on exposure to computerized encoding systems. A fee of $80.00 is charged in this course for 3M Encoder and for NEEHR Perfect access and use. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT221 and HINT222

HINT250 Introduction to Reimbursement Systems 3 CR
This course is an introduction to health care reimbursement systems found in medical offices, physician medical specialties, ambulatory service locations and hospitals. Students gain a detailed understanding of third party payers, payment methodologies (managed care, capitation, prospective payment systems, fee schedules, etc...), and chargemaster content and maintenance. Students acquire knowledge of health claims processing procedures and regulatory guidelines and compliance. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL109 and MATH125

HINT251 Health Care Reimbursement Applications 3 CR
This course continues with computer applications in facility claims processing and in physician billing for health care carriers such as Blue Cross/Blue Shield, HMO’s, Medicare, Commercial, Worker’s Compensation, Disability, and the Federal Employees’ Program. Current hospital and physician software packages will be used. The course provides a “hands-on” approach in which students will learn all formats and techniques necessary in the claims process for hospitals, nursing homes, freestanding facilities, rehabilitation centers, and physician offices. A fee of $120.00 is charged in this course for MedTrack Access and Use. This course requires two hours of lecture and two hours of lab per week. Note: A grade of C of better is required to pass this course successfully.

Prerequisite(s): HLTH110, HINT221, HINT222, and HINT250

HINT294 Coding Professional Practice Experience (Lecture) 2 CR
This course is part of the first professional practice experience (PPE) for the health information technology and the health information management degree programs. This lecture portion of the PPE will cover how coding integrates with reimbursement methodologies. This course provides professional practice experience in medical coding with respect to and review of the revenue cycle. Students successfully completing this course along with HINT294L are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). A fee of $65.00 is charged in this course for 3M Encoder and for NEEHR Perfect access and use. Note: This course along with HINT294L requires lecture and PPE with use of computerized encoding systems.

Co-requisite(s): HINT294 and HINT294L must be taken concurrently.

Prerequisite(s): HINT223 and HINT250

HINT294L Coding Professional Practice Experience (Lab) 2 CR
This course is part of the first professional practice experience (PPE) for the health information technology and the health information management degree programs. This laboratory portion of the PPE will provide extensive experience with various computerized encoding systems and practice coding with real world charts following official coding guidelines along with experience in chargemaster development and case mix analysis. Students successfully completing this course along with HINT294 are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). Note: This course along with HINT294 requires lecture and PPE with use of computerized encoding systems.

Co-requisite(s): HINT294 and HINT294L must be taken concurrently.

Prerequisite(s): HINT223 and HINT250

HINT297 HIT Professional Practice Experience (Lecture) 2 CR
Contact your Advisor at least one semester prior to enrolling.
This course is part of the second professional practice experience (PPE) for the health information technology and the health information management degree programs. This lecture portion of the PPE will enforce principles of health information technology through extensive analysis of case studies and completion of other assignments. This course will provide a review session for the Registered Health Information Technology (RHIT) national certification examination through the American Health Information Management Association (AHIMA). To meet course requirements the student will be required to be available during normal business hours (meet with preceptor for options) for activities which may potentially include site visits, conduct of professional interviews, field trips, simulation, individual mentoring with a preceptor, or on-campus residency. A fee of $35.00 is charged in this course for NEEHR Perfect access and use.

Co-requisite(s): HINT297 and HINT297L must be taken concurrently. HINT294 and HINT294L may be taken concurrently with HINT297 and HINT297L.

Prerequisite(s): Last semester of associate’s degree or end of sophomore year bachelor’s degree; HLTH230 and all program required 100 and 200 level HINT courses completed; must have Program Director approval.

HINT297L HIT Professional Practice Experience (Lab) 2 CR
Contact your Advisor at least one semester prior to enrolling.
This course is part of the second professional practice experience (PPE) for the health information technology and the health information management degree programs. This experiential portion of the PPE will provide supervised professional practice projects structured to allow students learning experiences with the health information services department of a hospital or other health care organization (requiring at least 40 hours of experience per semester coupled with simulation activities). Principles of health information technology will be applied through observation and/or mentorship, and participation in a variety of health information management functions and simulations. The major emphasis is on the acquisition of knowledge, analysis of technical procedures and development of skills for the performance of those technical procedures. A $20 insurance fee is charged in this course. Note: This course is an experiential course and requires 40 hours of experience in addition to simulation activities per semester. This course may require student travel. To meet course requirements the student will be required to be available during normal business hours (meet with preceptor for options) for activities which may potentially include site visits, conduct of professional interviews, field trips, simulation, individual mentoring with a preceptor, or on-campus residency.

Co-requisite(s): HINT297 and HINT297L must be taken concurrently.

Prerequisite(s): Last semester of associate’s degree or end of sophomore year bachelor’s degree; program courses complete and must have Program Director approval. Students may take HINT294 and HINT294L concurrently.

HINT335 Coding and Revenue Cycle Management 2 CR
This course builds upon previous coding and reimbursement topics to prepare graduate in the management of coding, auditing, and revenue cycle. Topics such as benchmarking, documentation requirements, and strategies for success both in quality and quantity of coding/auditing services from multiple viewpoints such as acute care, outpatient services, physician offices and third party settings are addressed.

Co-requisite(s): HINT297/HINT297L

Prerequisite(s): HINT221, HINT222, and HINT250

HINT350 Clinical Information Systems 3 CR
The application of clinical systems will be discussed and demonstrated, including clinical decision support systems, electronic health records and other computer based health records systems, nursing management systems, ancillary service systems, patient data bases (private practice and facility) at point of service, master, and enterprise levels. Planning and evaluation (including financial capital and operating and regulatory matters affecting clinical information systems are considered. Strategies and theo-
ries for user performances management in the clinical setting are discussed. A fee of $190.00 is charged in this course for MedTrack Access and Use and NEEHR Perfect access and use. Note: A grade of C or better is required to pass this course successfully.

**Prerequisite(s):** CISP247, HINT297 and HINT297L

**HINT385 Current Topics Health Information Management** 3 CR

This seminar course will discuss contemporary issues aimed at improving the strategic alliance of business decision-making and information systems in health care organizations. The governance structure of IT within an organization and current consumer trends in health care will be discussed. Note: A grade of C or better is required to pass this course successfully.

**Prerequisite(s):** CISP247 or CISP313 (and HINT297/HINT297L for HIT/HIM students only)

**HINT400 Management Information Systems** 3 CR

This course will concentrate on concepts related to information systems resource management, cost/benefit analysis, overview of information systems topology, technology assessments and strategic planning of information systems. Application of the concepts will be presented in terms of systems theory, hardware requirements, personnel requirements, vendor negotiations, software, database, telecommunications, and use of the internet. Note: A grade of C or better is required to pass this course successfully.

**Prerequisite(s):** HINT350

**HINT490 Health Information Management Internship** 3-6 CR

Students interested in enrolling in this course must first contact their HIM Program Director or the Associate Dean. This bachelor-level Health Information Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of health information management. Health Information Management majors must complete 200-400 hours (3-6 credits) of health information management work time at the employment site evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. Note: A current Criminal Background check and drug screening are required prior to enrolling in this course. A grade of C or better is required to pass this course successfully.

**Prerequisite(s):** Achieved senior status; Foundations completed; a minimum of 70% of major area course work completed; minimum 3.0 GPA in the major and 3.0 GPA cumulative

**HINT496 Health Information Management** 4 CR

This course is the capstone for the health information management baccalaureate program. This course integrates the theoretical and technical content of the health information management program. Ethical considerations for health information managers and information management support for biomedical research are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student or instructor, supporting a local HIM community of interest. This course will provide a review session for the Registered Health Information Administrator (RHIA) national certification examination. A fee of $70.00 is charged in this course for NEEHR Perfect access and use. Note: This course may require student travel. To meet course requirements the student may be required to be available during normal business hours (i.e. 8:00 am to 5:00 pm) for site visits, conduction of professional interviews, and data gathering. A grade of C or better is required to successfully pass this course.

**Prerequisite(s):** Last semester of bachelor’s degree; major courses complete and must have Program Director approval. HINT385 may be taken concurrently.
ment intervention and regulation, and comparative health care systems. The course will stress the costs and benefits of private and government sponsored health care programs. Note: A grade of C or better is required to pass this course successfully.

**Recommended Prerequisite(s):** STAT219 or STAT220

**Prerequisite(s):** HINT211 or HLTH235

**HSAD425 Bioethics** 3 CR

This course is an overview of bioethics and ethical dilemmas that occur in various healthcare settings. The course will focus on the most important areas in bioethics including moral principles, a basic framework for ethical decision-making in healthcare and ethical principles. The emphasis of this course will be on the use of case studies, various readings, and discussions on the provider-patient relationship.

**Prerequisite(s):** ENGL311 and HLTH230

**HSAD440 Health Care Strategic Planning** 3 CR

The purpose of this course is to provide the student with a strategic perspective and an understanding of the strategic process and structure. The student is introduced to the concepts, philosophies, and techniques of strategic planning, and strategic management, as they are applied in a health care organization. A major portion of the course will deal with case analysis and application of principles and techniques.

**Prerequisite(s):** ENGL311

**HSAD490 Health Services Administration Internship** 3 CR

Contact Career Services at least one semester prior to enrolling.

This bachelor level Health Services Administration Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course.

**Prerequisite(s):** Junior status; Foundations of Health Professions completed; minimum 2.7 GPA in the major courses and 2.7 minimum cumulative GPA.

**HSAD493 Health Services Administration Online Practicum** 4 CR

This course is for online students only and provides an opportunity for the student to demonstrate the ability to administer a program in a virtual healthcare environment. The experience is of a non-clinical nature and may be completed in coordination with a Michigan based healthcare organization. One requirement of the course will require the student to complete an extensive project identified by the faculty to ensure that the student gains a well-rounded understanding of the role of a manager/administrator. The student will define a complex problem and conduct an analysis of the problem with recommendations for management action. Students are expected to document a minimum of 120 hours working on the designated project to meet both program accreditation requirements and requirements for graduation from the program with a bachelor’s degree in Health Services Administration. During the course, students are required to complete the Health Services Administration Exit Examination as part of the core completion requirements.

**Prerequisite(s):** Last semester; major courses complete or taken concurrently and must have Associate Department Chair approval. The completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required. This course is only available to online, out-of-state students.

**HSAD495 Health Services Administration Practicum** 4 CR

Contact Career Services at least one semester prior to enrolling.

This course provides an opportunity for the student to demonstrate the ability to administer a program in a health care environment. This course offers working experience of a non-clinical nature. As one requirement of the course, the student will complete a project identified by the preceptor in that setting to provide the student with an understanding of the role of a manager. The student will complete an extensive report that explains the project and the research conducted. The project results are presented orally and in writing. This will be the practicum experience for the bachelor’s degree in Health Services Administration. A $20.00 insurance fee is charged in this course.

**Prerequisite(s):** Last semester; major courses complete or taken concurrently and must have Associate Department Chair approval. The completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

### History (HIST)

**HIST111 Early World History** 3 CR

This course examines the history of world civilizations, from the beginnings of history in the Ancient Near East through the Renaissance, with a special emphasis on the ways that the events of the past shape the present and future. Students will learn about the historical causes and effects that accompany the rise and fall of world civilizations. Students will also learn about individuals who changed history. In addition, students will analyze the achievements of world civilizations, both Western and non-Western. The impact of ideologies and environmental crises will be put into perspective.

**HIST112 Modern World History** 3 CR

This course examines the history of the modern world, from the Renaissance through the present, with a special emphasis on the ways that the events of the past shape the present and future. Students will analyze the achievement of modern and post-modern world civilizations within the context of exploration, colonialism, independence movements, the new world order, and the increasing destructiveness of warfare. Population increase, ethnic solidarity, religious divisiveness, technological advances, and the rise and fall of ideologies are examined.

**HIST211 Early United States History** 3 CR

This course teaches a survey of the history of the United States from pre-history through the Reconstruction period. Students will learn the foundations of democracy, including the development of the Constitution, and how the principles of the Declaration of Independence were tested by the Civil War. Students will learn how the Reconstruction period set the stage for civil rights abuses that persisted long after it.

**HIST212 Modern United States History** 3 CR

This course teaches essential concepts of U.S. history from the end of Reconstruction through the growth of modern America. Students learn how the United States came to prominence as a world power through the events of the two world wars. Students will also learn the genesis of world events leading to September 11, 2001, and will evaluate future directions in the light of the past.

**HIST385 History Special Topics** 3 CR

This course explores historical phenomena in various socio/political contexts. Students learn in depth the significance and implications of events and the importance of individuals and groups. Students also learn about the impact of historical events on the present and the future.

### Honors Projects (HNRS)

**HNRS151-155 and HNRS185 Arts and Sciences Honors Project** 0 CR

An Arts and Sciences Honors Project (HNRS151-155) will be required in five College of Arts and Sciences courses in addition to completion of an experiential learning, service learning, internship, Professional Excellence (PROX) or Study Abroad (SABR) course (HNRS185) in order to be awarded Arts and Sciences Honors. The Honors Projects will be in addition to the workload assigned for the designated course and must focus on addressing an Excellence Systems skill either not covered in the class or in greater depth than the course learning goals. Students should contact the Arts and Sciences Honors Coordinator or the College of Arts and Sciences Dean for project guidelines. The project outlines must be submitted no later than two weeks prior to the start of the class. This course meets on a prearranged
Human Resource Management (HRMG)

HRMG213 Human Resource Management 3 CR
This course is an overview of the responsibilities of a human resource management department in a business setting. The elements of job analysis, recruitment, selection, training, and assessment, are described. Additionally, compensation and benefits administration, labor relations and the legislative and legal decisions affecting human resource policy are explored. Various workplace situations are examined through the use of problem solving exercises and discussion.

Recommended Prerequisite(s): BUSN120
Prerequisite(s): HINT211, HLTH235 or MGMT211

HRMG290 Human Resource Management Internship 1, 2, or 3 CR
Contact Career Services at least one semester prior to enrolling.
This sophomore-level Human Resource Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student’s major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Human Resource Management. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisite(s): Sophomore status: 9 credit hours or more in residency at Davenport University; 6 or more credit hours of HRMG classes completed at Davenport University; 2.7 or above GPA in the major, and 2.7 or above cumulative GPA.

HRMG313 Staffing Organizations 3 CR
This application-based course provides students with an in-depth view of the total selection process, based on a broad definition of selection. Specific topics covered include establishing the selection criteria, recruiting a diverse qualified pool of applicants, evaluating applicants relative to selection criteria that is reliable and employs valid measurements. Emphasis is placed on the reliability and validity of various selection methods to insure regulatory compliance.

Prerequisite(s): HRMG213

HRMG330 International Human Resource Management 3 CR
This case study course places international human resource management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as ethics and social responsibility. Students explore international staff structures, expatriate practices and compensation as well as the skills necessary for international decision making through numerous simulations, exercises and projects.

Prerequisite(s): BUSN210, BUSN225 and SOCS201

HRMG350 Training for Organizations 3 CR
This course is designed to provide students with a solid understanding in the fundamentals of training and development. Students are exposed to the training process, from needs assessment to training methods and the role of evaluation. With the use of a case analysis approach students examine the broadening role of training in assisting organizations in the achievement of business goals. Other topics of study include: e-learning and technology, special challenges in today’s workforce and the future of training and development.

Prerequisite(s): HRMG213

HRMG431 Negotiation and Dispute Resolution 3 CR
This course analyzes conflict in business and develops new approaches to negotiating with people from both similar and different backgrounds. Many dimensions of negotiation are discussed including interpersonal, organizational, collective bargaining, and cultural dynamics. Students review strategies in various conflicting situations including cooperative, competitive, and labor relations.

Prerequisite(s): ENGL311, HRMG213, and achieved senior status.

HRMG433 Compensation Administration 3 CR
Students obtain an in-depth view of the total compensation system. They design, develop, and implement a complete compensation system, the aspects of which include establishing the compensation objectives, analyzing and evaluating jobs, establishing the organization’s pay policy relative to the external labor market, and utilizing the compensation system to adjust employee wages and benefits. Emphasis is placed on balancing internal consistency and external competitiveness, while equitably rewarding individuals’ contributions. The complete employee benefits package will be examined, including many non-wage elements such as health care, defined contribution plans, child care, etc. Compensation options to be explored will include wages, commissions, group and individual incentives, bonuses, stock options, pay for performance plans, international pay systems benefits, and executive payment packages.

Prerequisite(s): FINC211, HRMG213, and achieved senior status.

HRMG453 Strategic Human Resources 4 CR
Students will gain knowledge of the strategic relationship between the various Human Resource functions and the strategic business goals of the organization. The various interdependencies between the Human Resource function and the other divisions of the organization are given an in-depth analysis using case studies. Strategic recommendations developed from the case materials will focus on the interdependencies as they relate to managing change, mergers and acquisitions, workforce planning, compensation and managing a global work force. A $50.00 Strategic HR Simulation access fee is charged in this course.

Co-requisite(s): BUSN48BT
Prerequisite(s): ENGL311, HRMG313, MGMT321, LEGL401, HRMG433 and achieved senior status.

HRMG490 Human Resource Management BBA Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Human Resource Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of human resource management with all direction given from within the human resource department of an organization. Furthermore, the placement site supervisor must be a working professional within the human resource department. In general, 150–200 hours of human resource management work time is required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.

Prerequisite(s): Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed; minimum 3.0 GPA in the major and 3.0 GPA cumulative.
HRMG493 Assurance of Learning Prep Course 1 CR
This course prepares students for the Assurance of Learning assessment (AoL) developed and conducted by the Society of Human Resource Management (SHRM). This prep course provides a focused review of the key components of the assessment: employee and labor relations, employment law, strategy, compensation and benefits, training and development, and workforce planning. Students will also become familiar with the format, content, and nature of the exam. This course has a $150.00 SHRM Assurance of Learning, a $55.00 study guide and $135.00 review materials. Note: Successful completion of this preparatory course does not guarantee passing the assessment.

HRMG499 Certified Professional Human Resource Prep Course 3 CR
This course prepares students for the PHR or SPHR certification examination developed and conducted by the Human Resources Certification Institute (HRCI) in collaboration with the Society of Human Resources Management (SHRM). This exam-prep course provides a focused review of all courses required in the Human Resources Management degree program. It uses questions from prior certification exams to help the student become familiar with the format, content and nature of the exam. Note: Successful completion of this preparatory course does not guarantee passing exam. Students taking the certification exam will be required to meet the work-related experience criteria.
Prerequisite(s): Achieved senior status.

Information Assurance and Security (IAAS)

IAAS221 Security Foundations 3 CR
This course will provide an overview of information security from both the perspectives of the organization and that of personal computing. Topics include security management practices, physical security, security architecture, business continuity and disaster recovery planning, access control systems, security controls, cryptography, telecommunications and network security, operations security, law and ethics, and personal computer security.
Recommended Prerequisite(s): CISP100

IAAS224 Implementing Network Security 3 CR
This course will provide hands-on, practical techniques for implementing security in today’s environment. The current risks and threats to an organization’s data, along with methods of safeguarding this data, will be discussed. Students will build on previous knowledge to implement basic security services on any type of computer network. This course prepares students for the CompTIA Security+ exam.
Prerequisite(s): NETW141

IAAS245 Disaster Recovery 3 CR
This course will provide an overview of characteristics of disasters, their impact on population, infrastructure, economy, and disaster management cycle. Topics include the role, organization, and management of business continuity planning in planning for and surviving the impact of disaster, continuing to operate to serve clients or customers, and rapidly recovering to full operations. Other areas of interest include the business impact analysis process, how to manage it, and how to use the analysis as the first step in business continuity plan development.
Prerequisite(s): IAAS221 or IAAS224

IAAS256 Windows Digital Forensics 3 CR
This course surveys the technical knowledge of the Windows operating system that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Windows operating system to provide information that can be used for both civil and criminal litigation. User based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Windows based environment.
Co-requisite(s): NETW141
Prerequisite(s): IAAS221 and NETW101

IAAS321 Securing the Infrastructure 3 CR
This course covers those skills necessary to further protect the network infrastructure. Topics covered include advanced TCP/IP, IPSec, securing routers and Windows and Linux computers. Also covered are contingency planning and understanding attack techniques. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): NETW217
Prerequisite(s): IAAS224, NETW101, and NETW152 or NETW241
IAAS322 Network Defense/Countermeasure 3 CR
This course covers the technologies required to defend a network. Topics covered include implementing of firewalls, VPNs and intrusion detection systems, performing a risk analysis, and managing security policies. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): NETW217
Prerequisite(s): IAAS224, NETW101 and NETW151 or NETW220

IAAS331 Database and Distributed Systems 3 CR
This course covers Database management security issues such as securing the DBMS, enforcing access controls, backup and recovery, and related issues. Topics will include designing a database solution, creating databases, data types and tables, constraints, triggers, and aggregation and grouping.
Prerequisite(s): CSCI247 and IAAS221 or IAAS224

IAAS332 Authentication and Audits 3 CR
This course concentrates on the tools necessary for protecting user accounts and strengthening authentication. Topics include establishing secure account usage, monitoring and disabling accounts, controlling root access, and auditing user activity.
Recommended Prerequisite(s): NETW217
Prerequisite(s): IAAS224, NETW101 and NETW152 or NETW241

IAAS340 Biometric ID and Privacy Laws 3 CR
This course will cover privacy laws in connection with biometric identification in the U.S. and in the rest of the world. Topics will include travel documents, e-passports, and next generation identity authentication. Biometric standards as established by the National Institute of Standards and Technology, privacy and interoperability will also be covered.
Prerequisite(s): CSCI222

IAAS345 Linux/MAC Forensics 3 CR
This course surveys the technical knowledge of the Linux/Macintosh operating systems that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Linux and Macintosh operating system to provide information that can be used for both civil and criminal litigation. User based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Linux and Macintosh environments. This course is a current topics course that will continuously change to meet current IT security conditions.
Prerequisite(s): IAAS221 and NETW217

IAAS355 Network Forensics 3 CR
Network Forensics is a specialized area of IT Forensics that focuses primarily on the proactive approaches required for network based information gathering, legal evidence collection and intrusion detection. Learners will understand how the temporary state of network traffic creates a unique challenge in the field of Network Forensics. This course is a current topics course that will continuously change to meet current IT Network security conditions.
Prerequisite(s): NETW151 or NETW220 and IAAS256

IAAS370 Mobile Device Forensics 3 CR
This course will expose students to the highly specialized areas of mobile device forensics. The wide array of operating environments in use in the mobile device area creates a unique set of IT Forensics challenges. Mobile devices also introduce unique challenges due to the variability of the storage components used. This course is a current topics course that will continuously change to meet current IT security conditions.
Prerequisite(s): IAAS256 and NETW345

IAAS375 File Systems/Operating Systems/ Data Recovery 3 CR
This course surveys the technical analysis of file systems, operating system artifacts and the recovery of data from file systems on digital media. Particular focus is given to the metadata of the file systems and what potential information they can provide. The course explores the file systems used by the following operating systems Windows, Linux and Macintosh as well as recovering data from these file systems.
Prerequisite(s): IAAS256 and IAAS345

IAAS420 Reverse Engineering Malware 3 CR
This course surveys the technical challenges in reverse engineering malicious software in a corporate environment. Particular consideration is given to the tools and techniques used to reverse engineering software as well as assessing malware threats. The course explores a practical approach to examining malicious programs that run on Microsoft Windows systems; Web based malware and malicious document files.
Recommended Prerequisite(s): CSCI231
Prerequisite(s): CISP233 and IAAS355

IAAS450 Advanced Topics in Digital Forensics 3 CR
This course explores the new technology and methodologies in digital forensics. Particular consideration is given to new and upgraded software and investigative techniques. The course will evaluate and explore new/ upgraded software and what it means to the digital forensic examiner. New investigative techniques that have been created will also be examined.
Prerequisite(s): IAAS375 and LEGL300

IAAS460 Digital Forensics Analysis and Report Writing EL 3 CR
This course surveys the technical and reporting challenges of the digital media analysis workflow. Particular consideration is given to the reporting process of the digital media analysis workflow. The course focuses on analysis of digital media and creating comprehensive, human readable reports based on the analysis. This course contains an experiential learning component for those whose major is Digital Forensics.
Prerequisite(s): ENGL311, IAAS221, and LEGL300

IAAS481 Information Security and Assurance 3 CR
This course will provide an introduction to the different technical and administrative aspects of Information Security and Assurance. Topics will include inspection and protection of information assets, detection of and reaction to threats to information assets, examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions.
Prerequisite(s): IAAS322 or IAAS332

IAAS482 Vulnerability Assessment 3 CR
This course will provide methodologies for identifying and prioritizing information assets and threats to information assets. Topics will include risk analysis, architecture components of an incident response plan, legal and public relations implications of security and privacy issues, and the framework of a disaster recovery plan. Other areas of interest will include identifying explicit weaknesses and strengths of the security of various networking operating systems, discovering and recommending corrections to known vulnerabilities in network infrastructures, and recommending systems for the physical hardening of popular network components. Resources will be identified to allow for discovery of patches and programs to address the latest security threats.
Prerequisite(s): IAAS481

IAAS483 Prevention, Detection Processes 3 CR
This course will apply the framework for a disaster recovery plan. Topics will include developing enterprise and issue-specific security policies, design and implementations of a security infrastructure, and identifying a security team. Further areas of interest include the process of selecting necessary security personnel, recommending auditing components and goals of an information system for security, and designing a comprehensive disaster recovery/business continuity plan.
Prerequisite(s): IAAS481

IAAS487 Internet/Email/Electronic Discovery 3 CR
This course surveys the technical and managerial challenges that the Internet and email play in the electronic discovery process. Particular consideration is given to the policies, procedures and examination of emails and Internet activity in the corporate environment. The course focuses on creating policies and procedures for email and Internet usage, analysis of Internet usage and email examinations to support civil/criminal litigation.
Prerequisite(s): ENGL311, IAAS221, and LEGL300
IAAS490 Information Assurance and Security Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Information Assurance and Security Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course.
Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Achieved senior status; minimum 2.5 cumulative grade point average and 2.3 in the major.

IAAS491 Cryptography 3 CR
This course presents cryptography as the essential tool for private communications over an unsecured, public medium such as the Internet. Cryptography is shown as the enabling technology for E-commerce, virtual private networks (VPNs), and secure operating systems. Major topics of the course include cryptographic algorithms, certificates, and Public Key Infrastructure (PKI). Other areas of interest include authentication, confidentiality, nonrepudiation, secret key cryptography, public key cryptography, digital certificates, ciphers, and digital signatures.
Prerequisite(s): IAAS481 and MATH135 or MATH150

IAAS492 Legal/Ethical Issues in Information Assurance 3 CR
This course will explore the legal and ethical issues in information and computer security and the scope of security management that the security professional must understand. Topics will include state and local codes and regulations, privacy issues, and decision-making processes faced by security managers that involve important legal and ethical aspects. Other areas of interest include personnel law and obligations, negotiations, contract management, constitutional rights of individuals, legal compliance, ethical standards and legal liability, and cultural unconsciousness.
Prerequisite(s): IAAS481

Interdisciplinary Studies (INTD)
INTD101 Site Requested Internship Preparation 0 CR
This course provides the structure needed to assure any D.W. Maine College of Business or College of Technology student preparing to begin an internship in a specialized environment, such as health care management, has completed all requirements of the internship site. These may include drug screening, criminal background checks and an introduction to laws such as HIPAA or other specialized training. Students may expect to devote approximately 5 hours to completing these requirements and no student will be allowed to enroll in this course later than the first day of Week Five in order to assure timely completion of all requirements. This course is not intended for any student in the College of Health Professions. A course fee of $125.00 is required.

Legal Issues/Law (LEGL)
LEGL101 Introduction to Paralegal Studies 3 CR
Students are introduced to basic legal vocabulary, the federal and state court systems, and the ethical responsibilities of a paralegal/legal assistant. They also become familiar with the paralegal’s role in a variety of law-related working environments.
Prerequisite(s): ENGL109

LEGL204 Family Law 3 CR
Students are introduced to the practical skills required of paralegals in divorce, paternity, child protection, guardianship, and other proceedings. Special emphasis is placed on interviewing, investigation, file organization, and drafting documents in preparation for litigation in each of these subject areas.
Prerequisite(s): LEGL101

LEGL210 Business Law Foundations 3 CR
This survey course covers the fundamental principles of business law, including the legal system, dispute resolution, government regulation torts, and crimes affecting business, contracts, sales, and agency. Court decisions are used to encourage analytical thinking.
Co-requisite(s): ENGL110

LEGL211 Criminal Law 3 CR
This course examines Criminal Law in the United States, with an emphasis upon its basic functions and principal components. The substantive elements of crimes and defenses are explored along with an examination of the impact of crime on society. Note: must receive a grade of C or better to sit for the State of Michigan Civil Service Exam for Corrections Officer.
Co-requisite(s): ENGL110
Prerequisite(s): LEGL101 or LEGL210

LEGL212 E-Commerce Law 3 CR
Students study the legal issues pertaining to the conduct of business on the World Wide Web. Among the subjects studied are emerging e-business issues, intellectual property rights, information privacy, electronic signatures, taxation and venue issues, and cyber torts and cyber crimes.
LEGL213 Torts 3 CR
Students are introduced to areas of legal liability commonly encountered by individuals and business as well as to the methods of liability avoidance. Topics covered include intentional torts, negligence, strict liability, product liability, malpractice, premises liability, dramshep, consumer protection, and other areas of tort liability.
Prerequisite(s): LEGL101

LEGL215 Litigation 3 CR
This course is designed to familiarize paralegals with the basic requirements of the Michigan Rules of Court and the litigation process. The purpose is to enable them to assist the attorney in preparation of legal papers and documents in a timely and comprehensive manner.
Prerequisite(s): LEGL101

LEGL216 Legal Research 3 CR
Students are introduced to the published sources of law and research strategies utilized to efficiently analyze legal issues and determine the current state of the law. Students learn to use print resources, as well as computer assisted research tools to access primary and secondary sources of law.
Co-requisite(s): ENGL110
Prerequisite(s): LEGL101

LEGL218 Legal Writing 3 CR
Students apply their legal research skills to draft pleadings, discovery documents, memoranda, briefs, correspondence and other documents commonly utilized in legal settings.
Co-requisite(s): ENGL110
Prerequisite(s): LEGL216

LEGL220 Technology for Paralegals 3 CR
This course provides an introduction to computer technology and its application within law firms and other entities engaged in the practice of law. It covers the use of computers in paralegal functions including litigation support, case management, and law office management applications.
Co-requisite(s): LEGL101 for students seeking the Post-Baccalaureate only Prerequisite(s): BITS211 (required for associate’s and bachelor’s degree seeking students) and LEGL101.

LEGL290 Paralegal AS Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This course provides an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive credit, students are required to complete a 150 hours of work at an approved internship site. A $20.00 insurance fee is charged in this course.
Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course successfully.
Prerequisite(s): All required law classes or taken concurrently. A minimum 2.3 G.P.A. in the major area of study is required.
LEGL300 Evidence and Criminal Procedures 3 CR
This application-based course examines procedural and evidentiary rules and cases relating to admissibility of criminal evidence. Students are introduced to preparing and filing documents involved in criminal litigation from initial client contact through sentencing and appeal.
Prerequisite(s): IAAS256 or LEGL101

LEGL301 Business Organizations 3 CR
Students are introduced to legal problems encountered in business formation, operation, and acquisition, including the law concerning sole proprietorships, general and limited partnerships, corporations, and limited liability companies. They are also introduced to related business law concepts.
Prerequisite(s): LEGL101

LEGL303 Bankruptcy Law 3 CR
This course is a study of bankruptcy concepts relating to consumer bankruptcy filings under Chapters 7 and Chapter 13 of the Bankruptcy Code. The course focuses on practical aspects of bankruptcy practice, including drafting of forms and other documents.
Prerequisite(s): LEGL101

LEGL305 Real Estate Law EL 3 CR
Students are introduced to various forms of property ownership. Students will draft legal documents used in real estate transactions as well as documents used in litigation reflecting various types of property ownership.
Prerequisite(s): LEGL101

LEGL308 Estate Planning and Probate Law EL 3 CR
Students are introduced to the process of estate planning, from initial client contact to asset identification and appraisal through drafting of estate planning documents, including wills, trusts, powers of attorney and medical advanced directives. Students also learn about estate administration, guardianships and conservatorship through the drafting of petitions and other court documents.
Prerequisite(s): LEGL101

LEGL320 International Business Law 3 CR
This course provides a general introduction to the international legal environment affecting Americans doing business with foreign nationals, whether in the United States or abroad. Students develop an understanding of the legal environment and the most common problems experienced in international business transactions; learn a conceptual framework to understand the legal dynamics experienced in the international business arena; and develop an awareness of methods used to resolve international business disputes.
Prerequisite(s): LEGL210 and BUSN225

LEGL334 Legal Aspects of Sport Management 3 CR
Students examine the laws that apply to sport management issues. Topics include contract law, agency law, tort law, constitutional issues, risk management, and alternative dispute resolution.
Prerequisite(s): LEGL210 and MGMT214

LEGL381/382/383 International Law variable CR
These courses explore law in an international context. Students learn about legal concepts while studying in another nation. Students reflect upon the legal practices of their country of study. These courses may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

LEGL384 Comparative Legal Analysis/Study Abroad EL 3 CR
In this class students will conduct a comparative legal analysis between the United States system of jurisprudence and the judicial system of the country the student is visiting during a study abroad experience.
Prerequisite(s): LEGL101

LEGL385 Legal Studies Special Topics EL 1-3 CR
This seminar course gives students an opportunity to explore, in greater depth, legal topics introduced in prior classes. The emphasis of the class will be on the application of skills and knowledge previously acquired and the promotion of access to justice. Note: Course may be repeated twice for a maximum of 6 credit hours.
Prerequisite(s): LEGL215 and junior status or Post-Baccalaureate Certificate student with the approval of the Department Chair for Legal Studies.

LEGL386 Study Abroad: Special Legal Topics EL 3 CR
In this class the paralegal study abroad participant, in cooperation with the study abroad program director and the course instructor, will select a legal topic and compare, analyze and apply the substantive and procedural law in the United States to the substantive and procedural law in the host country.
Prerequisite(s): LEGL101

LEGL401 Employment and Labor Law 3 CR
This case study course focuses on the managing of employer/employee employment related issues through an examination of the major federal laws governing the employment relationship such as: National Labor Relations Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Fair Labor Standards Act, and the Occupational Safety and Health Act. Emphasis is placed on the critical thinking and problem solving skills required of business managers responsible for the hiring, directing and terminating of workers in both non-union and union environments.
Prerequisite(s): BUSN210, ENGL311, LEGL210, MGMT211, and achieved senior status.

LEGL415 Advanced Litigation 3 CR
This is an advanced course in trial practice focusing primarily on the role of the legal assistant in case management. Particular emphasis will be given to discovery and trial preparation.
Prerequisite(s): LEGL215 and LEGL216 are the required prerequisites for bachelor’s degree seeking students. LEGL215 and LEGL216 are the required prerequisites for the students in the post-baccalaureate certificate program.

LEGL490 Paralegal BS Internship 4 CR
Contact Career Services at least one semester prior to enrolling.
This course will provide an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive credit, students will be required to complete 200 hours of work at an approved internship site. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course successfully.
Prerequisite(s): All required law classes in the major completed or taken concurrently. A minimum 2.5 G.P.A. in the major area of study is required.

LEGL496 Paralegal Ethics and Certificate Review 3 CR
This class provides an extensive review of all previous course work in order to prepare the student for the National Association of Legal Professionals or NALS, ALS examination, the basic certification for legal professionals. At the completion of the course work, the ALS examination will be administered. In addition to standard tuition fees for this course, there is an additional $100.00 examination fee and NALS membership fee that must be paid to NALS prior to taking the examination. These additional fees are set by NALS and may be subject to change by NALS.
Prerequisite(s): All required law classes completed or taken concurrently.

Management (MGMT)

MGMT211 Management Foundations 3 CR
This course provides a foundation in basic management principles with special application and focus on the supervisory level of management. The four universal functions of management (planning, organizing, leading, and controlling) are explored. Students learn the theories and study their impact on the history of management practices. Proper case analysis process is also examined and applied through the discussion of various supervisory/managerial case situations.
Co-requisite(s): ENGL110

MGMT214 Sport Management Foundations 3 CR
This foundation level course provides a broad overview of the various skills and functional responsibilities of sport managers. Within a framework of sport management practices, students examine ethics and governance, human resources, labor relations, facilities, marketing, accounting and finance. Proper case analysis process is examined and applied through the discussion of various sport management case situations.
Prerequisite(s): ENGL109
MGMT223 Sports in Society 3 CR
This course explores the role of sport as a social and cultural phenomenon. Students apply critical thinking skills to analyze current sports-related controversies, and gain a deeper understanding of the relationships between sports and global social issues such as gender, ethnicity, social class, economics, politics, and mass media. Both the history and future of sports in U.S. society are examined.
Prerequisite(s): MGMT214 and SOSC201

MGMT290 Management Internship 1, 2, or 3 CR
Contact Career Services at least one semester prior to enrolling.
This sophomore-level Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student’s major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Management. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Sophomore status; 9 credit hours or more in residency at Davenport University; 6 or more credit hours of Management classes; 2.7 or above GPA in the major, and 2.7 or above cumulative GPA.

MGMT290S Sport Management Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This sophomore-level Sport Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student’s major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Sport Management. The course can meet up to 3 of the 6 credit hours of internship experience required in the Sport Management program, but may not be repeated to meet all 6 hours of the requirement. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. Students should meet with Career Services at least 6 months in advance of the semester in which the internship will take place to begin the process. A $20.00 insurance fee is charged in this course. Note: The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion. A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Sophomore status; 9 credit hours or more in residency at Davenport University; 6 or more credit hours of Management classes; 2.7 or above GPA in the major, and 2.7 or above cumulative GPA.

MGMT321 Organizational Behavior 3 CR
This course is designed to provide students with an understanding of organizations, by combining theory with application relating to motivation, group behaviors, power, politics, conflict, leadership, decision-making, communications, organizational design, and change. Students examine the application of psychology, sociology, and social psychology to organizational management.
Prerequisite(s): HINT211, HLTH235 or MGMT211

MGMT357 Operations Management 3 CR
This course examines the management of systems and processes that create goods and/or services. Quantitative modeling techniques are used to analyze the operations and control processes associated with productivity, capacity and quality assurance. Other topics explored include forecasting, inventory control, facility management, process technology and design as well as cost and waste reduction. Sustainable business practices as applied to operations are also addressed.
Prerequisite(s): BITS211, FINC211, MGMT211 and STAT220

MGMT364 Sport Operations and Facilities Management 3 CR
This course focuses on the fundamentals of operating a sport venue facility. Emphasis is placed on examining various quality management techniques and the development of performance measurements associated with venue and event operations. Project management skills are developed within the framework of sport venue and event planning, scheduling, and controlling. Operational topics are explored through both a qualitative and quantitative perspective.
Prerequisite(s): FINC211 and MGMT214

MGMT370 Sustainability Principles and Theories 3 CR
This course presents the sustainability concepts as expressed in the Triple Bottom Line and focuses on building an understanding of the financial capital, ecological (environmental) capital and social capital of an organization. The relationship between the industrial/commercial infrastructure and the natural world is examined. Sustainable regulatory compliance standards are explored. The role of Corporate Social Responsibility and the development and measurement of Social Capital are examined using case studies and topic-focused presentations by leaders in the practice of sustainability. The integration of an organization’s operational functions in domestic and international settings provides a global perspective to these sustainability concepts.
Prerequisite(s): HINT211, HLTH235 or MGMT211

MGMT375 Leadership Theory and Discovery 3 CR
Students examine and apply theories of leadership with a focus on determining effective styles and strategies of leadership needed to influence and coordinate the efforts of work team members and organizations. Through the use of self analysis critiques, students discover their leadership styles and preferences.
Recommended Co-requisite(s): MGMT321
Prerequisite(s): HINT211, HLTH235 or MGMT211 and ENGL311

MGMT381/382/383 International Management- Study Abroad variable CR
These courses explore business management in an international context. Students learn about business management concepts while studying in another nation. Students reflect upon the business management practices of their country of study. The courses may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.
Prerequisite(s): Acceptance to the study abroad program

MGMT399 Certified Manager (CM) Examination 3 CR
Students analyze the management functions of planning, organizing, directing, and controlling and apply these functions to situations managers encounter as they achieve organizational objectives. This certification course emphasizes the application of real-world, practical management skills and techniques over theories, critical thinking and decision-making over rote knowledge. This course requires a course fee of $600 for the Certified Manager (CM) Bundle that includes three textbooks, three exams administered by the Institute of Certified Professional Managers (ICPM) and access to ICPO.org where students can practice and test their knowledge.

This course explores the current managerial philosophies of quality focus, customer orientation, and team participation. Emphasis is given to basic statistical tools, including SPC and DOE, and problem solving. Problem solving methodology in the context of ISO and QS certified environments will be addressed, as well as issues surrounding ISO and QS implementation, documentation, registration, and compliance. The Malcolm Baldridge Award, ISO-9000, and the Six Sigma quality systems will each be analyzed.

**Recommended Prerequisite(s):** FINC211

**Prerequisite(s):** MGMT211 and STAT220

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This course examines the various components of the supply chain management (SCM) function with emphasis on inventory management and control, distribution and transportation as well as supplier relations. Sustainable business practices as applied to SCM operations are also addressed. Students learn techniques associated with purchasing, materials and procurement management, efficient inventory control, concepts of cost analysis, quality control, and MRP methods.

**Recommended Prerequisite(s):** FINC211

**Co-requisite(s):** ENGL311

**Prerequisite(s):** BITS211, MGMT211, and STAT220

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This case-focused course examines the roles of leaders and their ethical responsibilities organizations in today’s global marketplace. The impact of all levels of leaders on multiple stakeholders and the balancing of decision-making to maximize benefit to one’s ecological environment, communities, shareholders, and workers are analyzed. The course features case studies in the areas on areas of governance, environmental management practices, and social/citizenship responsibilities.

**Prerequisite(s):** BUSN210 and HINT211, HLTH235 or MGMT211

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This course examines the governance of professional and amateur sport activities by the various governing agencies. Students become familiar with the agencies, their authority, organizational structure, and functions. The role and influence of sports commissions and other governmental bodies on sport governance is also explored, along with the sanction and appeal processes utilized by the agencies.

**Prerequisite(s):** LEGL334

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Students explore contemporary leadership concepts and best practices in various organizational environments while evaluating and applying these concepts to their leadership effectiveness styles and strategies. Students focus on refining their own theory of proactive leadership. A $20.00 fee for a personal leadership assessment is included.

**Prerequisites:** MGMT375 and MGMT420

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Students gain knowledge of the strategic planning process through the analysis of business cases and the development of a major business analysis project. The analysis requires a thorough review of industry and competitive conditions and situational analysis of the company (including financial trends) concluding with defendable recommendations for specific strategies and the development of objectives for strategic goal success. Note: International majors must analyze the global operations of the company for the major project. A $50.00 Strategic Management Simulation access fee is charged in this course.

**Prerequisite(s):** Achieved senior status; BUSN303, ENGL311, and FINC223, FINC235 or FINC320

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Students are introduced to the international dimensions of sport management. Governance with emphasis on the environmental dynamics of sport leagues and specific sporting systems is explored. Critical thinking skills are enhanced with the use of case situations and group discussions related to the organizational, social, and cultural differences of the global sports community.

**Prerequisite(s):** Senior year, ENGL211 and MGMT214

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This course is a study of sustainable business frameworks as drivers of business value creation and innovation. Sustainability development and implementation best practices are explored at the national and global levels using case analysis and presentations from select subject matter experts. The course includes studies of how government involvement fosters and supports business sustainability. Students examine the impact of Disruptive Innovation associated with advances in technology and their relationship with the strategies expressed by the Triple Bottom Line Concept. The course project provides the student with an opportunity to integrate the course content within the specialty with their management major by conducting and sustainability audit of an approved organization.

**Prerequisite(s):** FINC235 and MGMT370

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Contact Advising and Career Services at least one semester prior to enrolling.

This bachelor-level Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the site supervisor will evaluate the student’s performance. Note(s): A Criminal Background check and drug screening may be required by the Internship site. A $20.00 Insurance fee is charged in this course.

**Prerequisite(s):** Junior status; Business Foundations completed; a minimum of 9 credits completed in the major in residency at DU; a minimum 2.7 GPA in the major and cumulative Davenport GPA of 2.7;

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This course is a means for students in the Bachelor of Business Administration in International Business to fulfill their study abroad requirement, and is available as an elective to all College of Business students. The internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience and should be related as closely as possible to the student’s major field and individual interest. The international internship provides an opportunity for students to experience working and living in an international setting, which enables them to learn about business, workplace, and cultural practices in the host country and offers them the opportunity to conduct comparative studies between native and host countries. Students will be given information concerning site possibilities and be supported in decision making and the search process. Ultimately, the responsibility to connect with organizations, apply to open roles and for selection by the internship employer, rests with the student. The internship may be either paid or unpaid. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. An appropriate faculty member and the employer site supervisor will evaluate the student’s performance. Note(s): An International Student at DU may take a domestically located internship within the state of Michigan and meet this require-
ment because it is an international work environment outside of home country / country of citizenship. A US Citizen MUST travel to another country to meet the requirement. A Criminal Background check and drug screening may be required by the Internship site. A $20.00 Insurance fee is charged in this course.

Prerequisite(s): Junior status; Business Foundations completed; a minimum of 9 credits completed in the major in residency at DU; a minimum 2.7 GPA in the major in residency at DU; a minimum 2.7 GPA in the major and cumulative Davenport GPA of 2.7; a specific foreign language requirement if required by the international organization facilitating the internship; acceptance by the DU Office of Global Programs.

MGMT4905 Sport Management BBA Internship 3 or 6 CR
Contact Career Services at least two semesters prior to enrolling. This bachelor-level Sport Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of sport business management. Sport Management majors must complete 150 hours on site for 3 credits or 300 hours for 6 credits as evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 Insurance fee is charged in this course. Note(1): The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion. Note(2): A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.

Prerequisite(s): Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed; minimum 2.7 GPA in the major and 2.7 GPA cumulative.

Marketing (MKTG)

MKTG211 Marketing Foundations 3 CR
This course explores the role of marketing in society and in the success of an organization. Students learn and apply the strategies, tactics and terminology used by market-oriented businesses. Through critical thinking exercises and case analysis, students become familiar with the primary tools of marketing including market segmentation, product, pricing, marketing communication, research, and marketing channel strategies.

Co-requisite(s): ENGL110

MKTG212 Professional Selling 3 CR
This course introduces the theory and practical application of professional selling techniques with a focus on customer needs, behavior, and relationship building. Students learn the theory, practice, and procedures of successful selling while examining the personal attributes necessary for a successful sales career. Student presentation skills are enhanced through sales role-playing.

Prerequisite(s): MKTG211

MKTG213 Advertising Foundations 3 CR
Students examine advertising as an integral part of the overall marketing function. Building on the introduction to marketing communication tools developed in Marketing Foundations, students learn specific advertising theory, terminology, functions, and activities of the advertising industry and engage in specific advertising applications as they relate to the promotion of ideas, goods, and services.

Prerequisite(s): MKTG211

MKTG214 Public Relations Foundations 3 CR
This course introduces the principles for managing relationships with the organization’s various audiences, including customers, employees, government, investors, and media. Students develop an understanding of public relations and learn to recognize, examine, interpret, and implement public relations activities and communications.

Prerequisite(s): MKTG211

MKTG215 Sport Marketing 3 CR
Students apply the fundamentals of marketing – target market, product, price, marketing channel, and marketing communication – to the sport industry. Students gain an understanding of sport as a product and its unique aspects.

Prerequisite(s): MKTG211

MKTG220 Principles of Customer Service 3 CR
Students acquire the skills and knowledge to create long-term customer satisfaction, while learning how to gain and retain customers and increase customer productivity. Customer expectations and service levels are explored and strategies to meet or exceed them are identified. Students also examine the methods that are used to carry out and measure the success of various customer service strategies including outbound and inbound telephone calls, service policies and practices, and the use of customer satisfaction surveys.

Prerequisite(s): MKTG211

MKTG290 Marketing Internship 1, 2, or 3 CR
Contact Career Services at least one semester prior to enrolling. This sophomore level Marketing Internship is intended to introduce students interested in the field to the Marketing workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student’s major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Marketing. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. A $20.00 Insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.

Prerequisite(s): Sophomore status; 9 credit hours or more in residency at Davenport University; 6 or more credit hours of Marketing classes completed at Davenport University; minimum 2.7 GPA in the major, and minimum 2.7 cumulative GPA.

MKTG305 Sales Management 3 CR
This course develops the student’s familiarity with the role of sales management within the marketing plan. Students gain an understanding of the objectives of sales management and develop a working knowledge of the terminology, functions, and activities of sales management.

Recommended Prerequisite(s): FINC211

Prerequisite(s): MKTG211

MKTG306 Creative Strategies 3 CR
The emphasis of this course is to develop the skills needed to produce an original advertising and publicity/public relations campaign using various media. Students are expected to develop and utilize the creative team to produce copy appropriate for specific media. They examine the principles that apply to print media and its production; broadcast media and its production; research and copy testing; and the laws that affect the copywriter.

Prerequisite(s): MKTG213

MKTG310 Consumer Behavior 3 CR
This course provides a comprehensive examination of consumer buying behavior as it relates to marketing strategy. Students learn current economic, psychological, and sociological factors that help explain consumer behavior; examine models, theories, and research that relate to consumer behavior; and apply consumer behavior principles to target marketing.

Prerequisite(s): MKTG211

MKTG311 Channel Strategy 3 CR
This course provides exposure to and application of marketing channel strategies employed by organizations in making goods and services available to customers. Areas examined include the strategic role of distribution; interrelationships between distribution and other marketing mix variables; channel structure strategy; scope of distribution; leadership, motivation, and performance in marketing channels; and vertical marketing systems.

Prerequisite(s): MKTG211
MKTG314 Media Planning 3 CR
This course examines the research, planning, selection, and evaluation of media available for use in the advertising process. Students explore the characteristics of the various media types, along with the selection and buying process.
Prerequisite(s): MKTG213

MKTG320 Marketing of Services 3 CR
This course provides an in-depth examination of marketing strategies, functions and programs specifically targeting service organizations. Students learn about consumer behavior in service encounters, and positioning of services in competitive markets. Pricing, distribution and promotional methods that both differ from and integrate with traditional product marketing practices are also examined. Using case studies, students learn to diagnose and analyze service marketing plans with techniques such as position mapping, service brandi ng, cost and value-based pricing, integrated marketing communications and distribution channel analysis. The course also addresses ethical issues and best practices related to the marketing of services. The course culminates with the development of a marketing plan for a service business or organization.
Prerequisite(s): MKTG211

MKTG322 Digital Marketing 3 CR
This course offers an overview of online marketing strategies and techniques. Main topics include operating in a global marketplace, online marketing to individuals with personalization services, traffic building and branding.
Prerequisite(s): CISP112 and MKTG211

MKTG342 Advanced Professional Selling 3 CR
This course focuses on the theory and practical application of professional selling techniques. The student focuses on mastering the skills necessary to satisfy customer needs, build strong customer relationships, and to capitalize on the customer’s behaviors to the benefit of the organization. The student continues the examination of the theory, practice, and procedures of successful selling and practices the personal and professional attributes necessary for a successful professional sales career. Student presentation skills and sales role-playing are a significant part of the development process.
Prerequisite(s): MKTG212

MKTG345 Pricing Concepts and Methods 3 CR
This course provides exposure to and the application of market pricing strategies and tactics employed by organizations to capture value in goods and services available to customers. Areas examined include the strategic role of pricing within the organization; value creation, pricing structure, pricing policy, pricing and the Product Life Cycle, price sensitivity, financial analysis, and the implementation of strategies and tactics.
Prerequisite(s): FINC211 and MKTG211

MKTG350 Sport Advertising and Promotion 3 CR
Students explore the use of advertising, promotion and public relations to achieve sport marketing objectives. Focus is on building relationships and enhancing image perceptions among a wide variety of stakeholders, including community, industry, media journalists, customers and employees. Promotional techniques such as sport licensing, merchandising, sponsorships and endorsements will be examined in depth. Students plan an integrated sport communications campaign, incorporating traditional mass media, targeted electronic media and public relations (including the use of press releases), applying an understanding of ratings/shares to optimize media spending, and utilizing desk-top publishing to create graphic communication concepts.
Prerequisite(s): ENGL311 and MKTG215

MKTG381/382/383 International Marketing variable CR
These courses explore marketing in an international context. Students learn about marketing concepts while studying in another nation. Students reflect upon the marketing practices of their country of study. These courses may be tailored regarding content, time and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

MKTG404 Business-to-Business Marketing 3 CR
This course provides an in-depth study of marketing products between businesses. Students learn to identify the structure and distinguishing characteristics of business-to-business marketing; examine and analyze business-to-business buying behavior; apply demand analysis and segmentation techniques; and devise appropriate business-to-business marketing strategies.
Co-requisite(s): ENGL311
Prerequisite(s): MKTG211

MKTG412 Marketing Research 3 CR
Students will conduct, prepare, and present an actual situation analysis report for a firm using appropriate primary and secondary sources. The course reviews the nature, procedures, terminology, and application of research in solving marketing problems. Students learn the steps of marketing research, including problem definition, research design, sampling procedures, data collection methods, data analysis and interpretation, and the research report.
Recommended Prerequisite(s): FINC211
Prerequisite(s): BITS211, ENGL311, MKTG211, STAT220, and achieved senior status.

MKTG421 International Marketing 3 CR
This course is a study of the opportunities and challenges encountered in international marketing, at various scopes and degrees of international involvement. Students explore how organizations participate in and are affected by international competition; identify and analyze international market segments and related cultural differences; assess market value; and develop marketing strategies relevant to various international segments. A $50.00 International Marketing Simulation access fee is charged in this course.
Prerequisite(s): BUSN225, ENGL311, and MKTG211

MKTG430 New Product Development and Innovation 3 CR
The role of product manager is a pivotal one in most market-driven organizations. This course equips students to act as “champion” for a specific product, service or brand, with particular emphasis on the new product development process. Students gain skills in strategic analysis for new products, product enhancements and line extensions; management of cross-functional teams; financial analysis, including pricing, forecasting, margins and product mix. Innovation is studied as an integral part of the new product development process. The development of an annual product marketing plan is the culmination of this course.
Prerequisite(s): BITS211, ENGL311, FINC211, MGMT211, MKTG211, STAT220, and achieved senior status.

MKTG435 Professional Negotiations 3 CR
This course focuses on the art of negotiation to manage differences between individuals and groups. The professional sales environment is the primary application of models of negotiation and decision-making. The objective of the course is to provide students a conceptual and a practical understanding of negotiation process and enable the practical application to their professional and personal lives.
Prerequisite(s): MKTG212

MKTG441 Strategic Marketing 4 CR
This marketing capstone course focuses on decision-making. Students will integrate material learned in their marketing courses and apply the definitions, concepts, and marketing logic in the analysis of marketing problems. A variety of techniques including situation analysis, SWOT analysis, secondary research, and appropriate financial analysis will be used within the case analysis format to develop marketing objectives, strategies, and programs. The course will include the use of simulations and the development of a formal marketing plan. A $50.00 Strategic Marketing Simulation access fee is charged in this course.
Co-requisite(s): BUSN488T
Prerequisite(s): FINC211, MKTG213, MKTG310, MKTG412, and achieved senior status.
MKTG490 Marketing BBA Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Marketing Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience must be directly related to the marketing function of an organization. In general, 150–200 hours of marketing related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the intern program rests with the student. The intern program may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 Insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.
Prerequisite(s): Senior status; Business Foundations complete; 15 or more credit hours completed in residency at Davenport; 12 or more credit hours of Marketing courses completed at Davenport; a minimum 2.7 GPA in the major; 2.7 cumulative GPA.

Mathematics (MATH)

MATH020 Pre-Algebra 3 CR
A pre-college level course designed to prepare students for success in MATH030 as well as establish the basic computational skills required within the University’s curriculum. The first part of the course introduces the arithmetic and communication of rational numbers (i.e., integers, fractions, and decimals). The second part of the course introduces the fundamentals of simplifying and evaluating variable expressions, solving basic linear equations, unit conversions, and reading/interpreting graphs. Applications within business (e.g., currency conversion, unit cost), technology, and/or the health professions (specifically drug dose calculations) will be used to both motivate and develop these concepts. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.
Prerequisite(s): Appropriate test scores.

MATH030 Elementary Algebra 3 CR
A second pre-college level course intended for students who possess strong arithmetic skills and have had a course in pre-algebra. This course is designed to build and strengthen students’ proficiency in foundational algebraic concepts and applications. Topics include solving linear and quadratic equations, systems of linear equations, and linear inequalities. The course will also address simplifying radicals, laws of integer exponents, and the study of linear equations in two variables. Particular attention will be given to applications of this material in the business, technology, and/or health professions (specifically drug dose calculations); hence, the mastery of these skills is an essential component of academic and career success. Note: This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Online sections will have a $75.00 book fee included with tuition charges.
Prerequisite(s): Appropriate test scores or MATH020.

MATH125 Intermediate Algebra 3 CR
This course is designed to prepare students for the traditional calculus sequence. Course coverage includes the definitions, properties, and arithmetic of algebraic expressions, solving equations and inequalities, an introduction to functions, graphing equations and functions (e.g., linear, quadratic, rational, radical, exponential, and logarithmic). The course also includes a brief introduction to right triangle trigonometry. Techniques of problem solving and applications are integrated throughout the course. Note: Online sections will have a $75.00 book fee included with tuition charges.
Prerequisite(s): Appropriate test scores or successful completion of MATH030. Students must also successfully complete an assessment exam on the first day of class.

MATH130 Contemporary Applied Math 3 CR
This course introduces students to systematic mathematical thinking in everyday life scenarios. Through a non-traditional exploratory approach, students apply mathematical concepts to social and professional situations. Students learn to apply mathematical problem solving to planning, scheduling, efficient producing, and voting. Students learn the basic concepts of cryptography, logic, and number systems and their applications to computer science and the internet. Students will also utilize, discuss, and compare various consumer finance models.
Prerequisite(s): MATH125

MATH135 College Algebra 3 CR
This course is intended to further develop students’ algebraic skills as well as prepare them for success in MATH210 (Business Calculus). The course focuses heavily on the necessary knowledge of mathematical concepts needed to solve a diverse and complex array of scenarios. These include polynomial, rational, exponential, and logarithmic functions and their properties. In addition, students will solve logarithmic and exponential equations, learn the symmetry of graphs, and sequences and series of numbers. Applications to the business, health, and/or technology professions will be emphasized throughout the course. Note: Online sections will have a $90.00 book fee included with tuition charges.
Prerequisite(s): MATH125

MATH140 Finite Mathematics 3 CR
This course introduces students to the fundamentals of non-calculus-based mathematics. Applications to Managerial Science and Computer Science serve as motivation for course material. Topics include the mathematics of finance (compound interest and annuities), optimization, and decision-making. The use of spreadsheets (Microsoft Excel) to handle more complex calculations will be introduced where appropriate. This course is strongly recommended for students in the Computer Science BS program. Note: Online sections will have a $90.00 book fee included with tuition charges.
Prerequisite(s): MATH125

MATH150 Pre-Calculus 4 CR
This course is designed to prepare students for the traditional calculus sequence. Topics include: brief review of algebra, solving equations and inequalities, systems of linear and nonlinear equations, the properties and graphs of relations and functions (including polynomial, radical, rational, logarithmic, exponential, and trigonometric), zeros of polynomial functions, trigonometry, conic sections, polar coordinates.
Prerequisite(s): MATH125

MATH205 Applied Linear Algebra 3 CR
This course introduces the fundamentals of linear algebra (i.e., the notation and algebra of vector spaces and matrices). Because these items have the ability to handle masses of data as a single unit with relative ease, they are of particular interest to those in computer science. Those applications to programming (e.g., 3-D game design, simulation, and biometric security) will serve as context throughout the course. Topics include matrix operations, linear transformations, vector spaces, and 3D geometry. Note: Online sections will have a $90.00 book fee included with tuition charges.
Prerequisite(s): MATH140 and MATH135 or MATH150

MATH210 Business Calculus 3 CR
This course introduces students to calculus within the context of business applications. Particular focus will be given to questions involving optimization, marginal analysis, point of diminishing returns, and elasticity of demand. Calculus is a common prerequisite of many MBA programs.
Prerequisite(s): MATH135 or MATH150

MATH215 Calculus I 4 CR
This is the first course in the standard calculus sequence covering differential calculus and an introduction to integral calculus. Topics include: limits and continuity, the definition of the derivative, rules and techniques of differentiation, applications of the derivative (e.g., L’Hôpital’s Rule, curve sketching, optimization, etc.), antiderivatives, Riemann sums, the definition of the definite integral, and the Fundamental Theorem of Calculus. Note: A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): MATH150

MATH216 Calculus II 4 CR
This is a second course in the standard calculus sequence covering integral calculus. Topics include: review of the definition of definite integral and the fundamental theorem of calculus limits, the definition of the integral, rules and techniques of integration, applications of the integral, improper integrals, conic sections and polar coordinates, sequences and series, and polynomial approximations of functions.
Prerequisite(s): Completion of MATH215 with a C grade or above
MATH250 Discrete Structures 3 CR
This course applies fundamental ideas in discrete structures and mathematical reasoning. Topics include elementary logic and set theory, functions and relations, induction and recursion, elementary algorithm analysis, counting techniques, and introduction to computability. Fundamental techniques include graph theory, Boolean algebra, and trees. Techniques and topics will form the foundation for subsequent programming language courses.
Prerequisite(s): CISP111 or CISP112 and MATH130, MATH13S or MATH150

MATH381/382/383 International Mathematics variable CR
This course explores mathematics in an international context. Students learn about mathematics while studying in another country. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate division chair.

Medical Assisting (MEDA)

MEDA254 Clinical Patient Care 3 CR
This course introduces the student to the theoretical and applicable procedures of ambulatory care practices including legal, and ethical clinical aspects of patient care. Emphasis will be placed on obtaining accurate clinical and historical patient data, patient education and safety, assisting with medical office procedures and minor office surgeries, assigning diagnostic and procedural codes to corresponding conditions and procedures, and the application of sterile technique. In addition, the student will gain an understanding of body mechanics, patient assessment, physical modalities, electrocardiography, drug calculations and administration, and principles of IV therapy. Clinical experiences will encompass the physical and psychosocial developmental stages and needs of various patient populations. A $170.00 lab and insurance fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL116 with a C or better grade, and HLTH110, and HLTH220 with C or better grades; Medical Assisting Limited Enrollment Form submitted and approved and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA255 Clinical Laboratory Procedures 3 CR
This course will introduce the theory and techniques involved with basic laboratory procedures such as urinalysis, hematology, blood chemistry and microbiology. Emphasis will be placed on patient instruction, specimen collection, specimen processing, and documenting. Standard precautions, legal and ethical considerations, and OSHA standards are applied in the performance of venipuncture, capillary punctures, specimen handling and processing of bodily fluids, and equipment usage. A $170.00 lab and insurance fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL116 with a C or better grade, HLTH101 (or HLTH101S), and HLTH110 with C or better grades and MATH125; Medical Assisting Limited Enrollment Form submitted and approved and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA259 Medical Office Applications 3 CR
Students will master the administrative duties of medical office management. This will include communication skills both verbal and non-verbal, computerized office management, scheduling, accounting practices, financial management, third party billing and reimbursement, and daily operations. Students will have hands-on interaction in the use of electronic medical records. There is a $90.00 fee for NEEHR Perfect access and use. Note: This course requires two hours of lecture and two hours of lab per week. A grade of C or better is required to pass this course successfully.
Prerequisite(s): CISP112, HLTH110, and MATH125

MEDA261 Phlebotomy Laboratory 3 CR
This course is designed to build on a focus of study that will prepare students for employment as phlebotomy technicians and is the first step in preparation to take a national phlebotomy certification exam. This course will provide the knowledge and skill necessary to safely and skillfully perform skin and venipunctures on patients. The course will include special testing and collection procedures, along with quality control and laboratory safety practices. A $170.00 lab and insurance fee is charged in this course. Note: This course requires one hour of lecture and four hours of lab per week. DU scrubs will be required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): BIOL116 with a C or better grade, ENGL109, MATH125, and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA262 Phlebotomy Practicum 3 CR
Contact Career Services at least one semester prior to enrolling. This course is designed to complete a focus of study that will enable students to take part in previously identified phlebotomy certification examinations. The student must complete a documented minimum of 100 successful venipunctures. Evaluation will be done by the facility supervisor, along with the internship coordinator of the University. No compensation shall be awarded for the internship, and the student must work a minimum of 120 hours during the scheduled time of the practicum. A $20.00 insurance fee is charged in this course. Note: To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. DU scrubs and name badge are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): HLTH100, MEDA255, MEDA261 and must have Associate Department Chair/Program Director approval, completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

MEDA270 Chiropractic Assistant 3 CR
This course is designed to prepare students for employment as chiropractic assistants. The course will introduce the student to the field of chiropractic and provide the knowledge and skills necessary to safely and appropriately assist Chiropractors with caring for patients. A $150.00 lab supplies fee is charged in this course.
Prerequisite(s): BIOL116 and HLTH110

MEDA271 Chiropractic Assistant Practicum 3 CR
Contact Career Services at least one semester prior to enrolling. This course is designed to prepare students for employment as chiropractic assistants. The students will gain clinical and administrative experience while working 120 hours in a chiropractic office under the supervision of a licensed chiropractor. No compensation will be awarded and evaluations will be completed by the chiropractor in conjunction with the assigned faculty member. A $20.00 insurance fee is charged in this course. Note: To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. DU scrubs and name badge are required for this course. A grade of C or better is required to pass this course successfully.
Prerequisite(s): MEDA254, MEDA259 and MEDA270

MEDA290 Medical Assisting Practicum 4 CR
Contact Career Services at least one semester prior to enrolling. This course is designed to prepare the student for successful employment as a certified Medical Assistant. The student will gain clinical and administrative experience while working 180 hours in a health care facility outside the institution. No compensation shall be awarded and evaluations will be completed by the facility supervisor in conjunction with the assigned faculty member. In addition, this course will include preparation for and mandatory registration for either the American Medical Assisting Association Certification Exam (CMA) or the American Medical Technologist’s Registered Medical Assistant Exam (RMA). A $270.00 fee is included for the exam preparation, exam registration, and insurance. Note: This course requires two hours of lecture and at least twelve hours of clinical experience per week. To meet course requirements, the student is required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.). DU scrubs
and name badge are required for this course. A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH100, MEDA254, MEDA255, MEDA259 and must have Associate Department Chair/Program Director approval including skills verification plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

**Medical Case Management (MCMG)**

**MCMG300 Case Management Fundamentals 3 CR**
This course will provide an overview of the case management process and the job responsibilities, practice standards, and essential skills of the medical case manager. The course will also emphasize case management concepts, principles, and strategies. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL116 or BIOL222 and BIOL222L

**MCMG310 Community Services 3 CR**
This course examines the resources in the community, state agencies, and services available to individuals with physical, cognitive and/or emotional disabilities. Emphasis is placed on how case managers coordinate community services and support available for their clients throughout the healthcare continuum. A discussion of the laws of Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and the Rehabilitation Acts that affects case management will be included. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

**MCMG311 Psychological Adjustment to Disability 3 CR**
This course examines the personal, psychological and social adjustments experienced by an individual with physical, cognitive and/or emotional disabilities. Upon completion of the course, the student will have a knowledge base in the medical and psychological traits of disabilities and an understanding of treatment protocols and resources required to facilitate a successful continuum of care. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

**MCMG312 Case Management Insurance/Utilization Review 3 CR**
This course provides an overview of various insurance and appeal processes that affect case management. The focus will be on the process of conducting a Utilization Review, which will address the necessity and appropriateness of admission and the length of stay. Discharge planning will be highlighted. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

**MCMG401 Case Work Reporting Techniques 4 CR**
This course examines the basic knowledge of the methods and techniques used in casework recording, report writing, client interviews, and conflict resolution. The course includes gathering data, organizing and analyzing the information, writing a client report and conducting a cost benefit analysis to validate client services. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311 and MCMG300

**MCMG402 Disability Case Management 3 CR**
This course examines managing the care of a client with an illness/injury/disability and returning that individual to the work setting or an optimum level of function. The course focuses on the case manager role, function, and responsibility in the development of an evaluation of a multidisciplinary rehabilitation plan or program. Review of the employer’s role in prevention and recovery, and the work environment for ergonomics, safety, and industrial hygiene will be examined. At the conclusion of the course, the student will be able to prepare an individual written rehabilitation plan. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

**MCMG403 Case Management Special Populations 3 CR**
This course is an overview of the special needs in providing case management for a number of special groups of individuals. These groups include substance abuse, vision/hearing impaired, mentally retarded/developmentally disabled, low birth weight babies, organ transplants, AIDS, closed head injuries, traumatic brain injuries, and paralyzed individuals. This course will focus on the Americans with Disabilities Act (ADA) and accommodations for these special populations. Note: A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

**MCMG410 Case Management Certification Preparation 1 CR**
This course provides an overview of major concepts and subject matter areas applicable to the Certified Case Manager exam. Topics will include a review of the Standards of Practice and the essential functions and five core components of Case Management, worker’s compensation, ADA, and community-based concepts. Emphasis will be placed on methodology of coordination and service delivery, legal issues, physical and psychological factors, benefit systems, and Acts. This course is intended for, but not limited to, licensed and other professionals in the health care and social service delivery fields such as registered nurses; nurse practitioners; physicians; experienced case managers; social workers; vocational rehabilitative counselors; counselors and other licensed allied health professionals and individuals with an undergraduate or higher degree in a related field. Note: Course is graded on a pass/fail basis. A student is eligible to sit for certified Case Manager (CCM) exam through the Commission for Case Management Certification if they hold an acceptable license or certification, job experience related to case management and the ability to meet the Continuum of Care requirement.

**MCMG493 Case Management Online Practicum 4 CR**
This course is for online students only and provides a supervised experience for the student to demonstrate the ability to function as a medical case manager. The experience will require students to critically think and communicate about direct knowledge of casework, client services, resources utilized, and professional functions in a public or private agency. One requirement of the course will include the student completing a life care plan for a client designated by the faculty. The student will include in the life care plan an analysis of the client’s issues with recommendations for best managing the client’s needs. Additionally, students are expected to participate in a mock trial, hearing, or deposition in which the student will learn how a medical case manager provides testimony. This course must be completed to meet the requirements for graduation from the program with a bachelor’s degree in Medical Case Management.

Prerequisite(s): Last semester; major courses complete and must have Associate Department Chair/Program Coordinator approval plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required. This course is only available to online, out-of-state students.

**MCMG495 Case Management Practicum 4 CR**
Contact Career Services at least one semester prior to enrolling.
This will be the practicum experience for the BS degree in Medical Case Management. This experience provides a supervised experience under the direct supervision of a medical case manager, which will include direct knowledge of casework, client service, resources utilized, and professional functions in a public or private agency. The focus of this experience will be on the student demonstrating the medical case management skills, including assessment, planning, coordinating, and evaluating client services. Included will be a mock trial in which the student will learn how to testify in court. A $20.00 insurance fee is charged in this course. Note: This course may require student travel. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to pass this course successfully.

Prerequisite(s): Last semester; major courses complete and must have Associate Department Chair/Program Coordinator approval plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.
**Networks (NETW)**

**NETW101 PC Operating Systems** 3 CR
This course is a general overview of microcomputer operating systems. A basic understanding of computers and the use of Windows is assumed. Emphasis will be on mastering both the command line interface and the GUI interface of current microcomputer operating systems. Topics covered include installing and maintaining operating systems, creation of batch files or scripts, customizing and troubleshooting a computer system, and managing files and disks.

**Prerequisite(s):** CISP100

**NETW141 MS Client and Server OS** 3 CR
This course covers installing, configuring, and administering Microsoft Windows client and server operating systems. The course includes extensive use of hands-on exercises.

**Co-requisite(s):** NETW101

**NETW151 Cisco Networking Fundamentals** 3 CR
(4 contact hours)
This course introduces students to the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Lab work is designed to simulate real-world networking. This course is the first of four networking courses to prepare students for the Cisco Certified Network Associate (CCNA) certification exam.

**Co-requisite(s):** MATH125 and NETW101

**NETW152 Cisco Routing and Switching** 3 CR
(4 contact hours)
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Lab work is designed to simulate real-world networking. This course is the second of four networking courses to prepare students for the CCNA Certified Network Associate (CCNA) certification exam.

**Prerequisite(s):** NETW151

**NETW201 PC Maintenance and Management** 3 CR
This course introduces the student to a PC, its components, common troubleshooting techniques, and adjustments. Additional topics include PC and network security methods, computer hardware and software package selection, and managing the PCs within a company—keeping track of all serial numbers, warranties, and software licensing utilizing either a spreadsheet or database. This course is 90% hands-on. This course will not teach students to repair all problems; not all problems can be fixed. This course will also help prepare the student to take the CompTIA A+ examination.

**Prerequisite(s):** NETW101

**NETW217 UNIX Operating System** 3 CR
This course covers operating system concepts in the UNIX environment. Topics include terminology, UNIX features and commands, UNIX system administration, and UNIX as a network server.

**Prerequisite(s):** CISP111

**NETW220 Data Communications and Networks** 3 CR
This course focuses on fundamentals of data communications systems and networks. Topics to be covered will include communications hardware and software, data transmission, protocols to include the LDAP, the OSI Reference Model, local area networks, wide area networks, and the Internet.

**Prerequisite(s):** CISP111 and MATH125

**NETW235 UNIX/Linux Server Administration** 3 CR
This course builds on previous experience in a UNIX environment to provide students with all the standard and advanced techniques necessary to set up and maintain a secure, effective Linux environment. Emphasis will be on using UNIX/Linux as a network server. Students will create and maintain users and groups, set up web, mail, and FTP services, and perform other UNIX/Linux server administration tasks.

**Prerequisite(s):** NETW217

**NETW241 MS Implement Network Infrastructure** 3 CR
This course covers installing and configuring network protocols and services, such as DHCP, DNS, WINS, Remote Access Services, routing, Network Address Translation, and Certificate Services in a Windows Server environment. The course includes extensive use of hands-on exercises.

**Prerequisite(s):** NETW141

**NETW243 MS Administer SQL Server** 3 CR
The course covers installation, configuration, administration, and troubleshooting the Microsoft SQL Server database management system. The course includes extensive use of hands-on exercises.

**Prerequisite(s):** NETW141

**NETW251 Cisco Scaling Networks** 3 CR
(4 contact hours)
This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Lab work is designed to simulate real-world networking. This course is the third of four networking courses to prepare students for the CCNA certification exam.

**Prerequisite(s):** NETW152

**NETW252 Cisco Connecting Networks** 3 CR
(4 contact hours)
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Lab work is designed to simulate real-world networking. This course is the last of four networking courses to prepare students for the CCNA certification exam.

**Prerequisite(s):** NETW251

**NETW290 Networking Internship** 3 CR
Contact Career Services at least one semester prior to enrolling.
This associate-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.

**Prerequisite(s):** Sophomore status; BUSN210, CISP111 and NETW151 or NETW220; minimum 2.5 cumulative grade point average and 2.3 in the major.

**NETW311 Cisco Networking Advanced Routing** 4 CR
(5 contact hours)
This course introduces advanced routing concepts. Students will be introduced to the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs. Topics include: EIGRP, OSPF, and BGP routing protocols; route redistribution; IPv4 & IPv6 coexistence; and policy based routing. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP ROUTE (642-902) certification exam.

**Prerequisite(s):** NETW252 or CCNA Certification
NETW312 Cisco Networking Secure WANs 4 CR
(5 contact hours)
This course introduces network device security. Students will be introduced to the knowledge and skills necessary to install, secure, troubleshoot and monitor network devices and their associated networks to maintain integrity, confidentiality and availability of data and devices. Topics include: secure remote access, Implementing AAA, Site-to-Site Virtual Private Networks (VPNs), Cisco IOS Firewall/IPS features, symmetric/asymmetric encryption, and strategies to mitigate Layer 2/3 attacks. Lab work is designed to simulate real-world networking. This course prepares students for the Cisco IINS (640-553) certification exam.
Prerequisite(s): NETW252 or CCNA Certification

NETW325 Wireless Networking and Security 3 CR
This course covers the wireless technologies in the networking industry. Topics covered will include planning, installing, configuring, and securing wireless networks. Physical-layer standards and wireless hardware will be examined. Hands-on exercises will reinforce the implementation and troubleshooting of wireless networks.
Prerequisite(s): NETW101 and NETW151 or NETW220 and IAAS221 or IAAS224

NETW326 IP Telephony 3 CR
This course is a survey of the basics of converged IP communications networks. It provides exposure to technologies common to many IP Telephony implementations, then focuses on the Cisco router based CallManager Express (CME) technology to illustrate situations common to small business environments. Specifically, students will learn Cisco CallManager Express (CME) architecture, components, functionality, and features as they configure Cisco routers, switches, and IP phones. They will also learn Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them in a Cisco CME environment. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Prerequisite(s): NETW252 or CCNA Certification

NETW341 MS Plan and Implement Active Directory 3 CR
This course covers planning, implementing, and administering the Windows Server directory services infrastructure. Hands-on exercises are used to reinforce concepts.
Prerequisite(s): NETW241

NETW350 Configuring MS Exchange Server 3 CR
This course covers installation, administration and troubleshooting of Microsoft Exchange Server. This course includes extensive use of hands-on exercises.
Prerequisite(s): NETW241

NETW381/382/383 International Networking variable CR
This course explores computer networking in an international context. Students learn about networking concepts while studying in another nation. Students reflect upon the networking practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate associate dean.

NETW385 Networking Special Topics 3 CR
This course will explore an emerging topic in the field of Computer Networking Technology. Students will be able to research and apply knowledge in a new topic relevant to network hardware, operating systems, network administration and design, or network security.

NETW411 Cisco Networking Advanced Switching 4 CR
(5 contact hours)
This course introduces advanced switching concepts. Students will be introduced to the knowledge and skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions and the secure integration of VLANs, WLANs, voice and video into campus networks. Lab work is designed to simulate real-world networking. Topics include: VLANs and Vlan Trunking Protocol (VTP), Spanning Tree Protocol (STP), LAN security, and high availability. This course prepares students for the CCNP SWITCH (642-813) certification exam.
Prerequisite(s): NETW252 or CCNA Certification

NETW412 Cisco Networking Optimize WANs 4 CR
(5 contact hours)
This course introduces advanced troubleshooting concepts. Students will be introduced to the knowledge and skills necessary to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting. Topics include: monitoring and maintaining a complex network; troubleshooting OSPF, EIGRP and BGP routing protocols; troubleshooting Catalyst switches, VLANs and STP; and monitoring performance issues with wireless, VoIP & video. Lab work is designed to simulate real-world networking. This course prepares students for the CCNP TSHOOT (642-832) certification exam.
Prerequisite(s): NETW311 and NETW411

NETW421 MS Server Application Infrastructure 3 CR
This course covers deploying technologies that provide the infrastructure necessary to build and run enterprise applications and services. Topic areas include Microsoft Terminal Services, Web services infrastructure, and network application services such as Windows Sharepoint. This course includes extensive use of hands-on exercises.
Prerequisite(s): NETW341

NETW435 Virtualization 3 CR
This course covers planning, deploying, and maintaining server, desktop, and application virtualization. Topics include the configuration and security of virtualized computer and network environments. Commercial and open source virtualization platforms are compared, configured, and secured. Business related benefits of virtualization are discussed and applied. This course includes extensive use of hands-on exercises that simulate real-world computer/networking infrastructures.
Prerequisite(s): NETW241

NETW440 Network Design and Management 3 CR
This course will explore industry best practices for the design and management of network infrastructures. Design topics will include: designing the network topology, IP addressing schemes, selecting network devices, security design strategies, documentation and software tools. Management topics will include: FCAPS, SNMP, RMON, and software/hardware tools. Lab work is designed to simulate real-world networking.
Prerequisite(s): NETW152, NETW217, and NETW241

NETW490 Networking Internship 3 CR
Contact Career Services at least one semester prior to enrolling.
This bachelor-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A Criminal Background check and drug screening may be required by the Internship site.
Prerequisite(s): Junior status, NETW151 or NETW220 and either NETW252, NETW235, or NETW241; minimum 2.5 cumulative grade point average and 2.7 in the major.

Nursing (NURS)
Registration for any NURS prefixed course requires acceptance to the corresponding nursing program.

NURS101 Foundations of Nursing and Critical Thinking 3 CR
Nursing is an evidenced based profession focused on the community welfare on an individual basis. The Foundations of Nursing and Critical Thinking course looks at nursing as an art and a science with the primary goal being...
the promotion of the quality of life throughout the life cycle as it relates to the individual. This course is designed on theoretical bases and strategies for adaptation through health promotion. The student will learn to utilize critical thinking skills in the application of nursing theory to the practice of professional nursing and to the nursing process. Introductory content covers such topics as the health care system, communication, nursing processes, client teaching, documentation, and discharge planning. Topics such as HIPAA, communicable diseases, pain management, and bioterrorism are also discussed. In this course the student will be introduced to the Nursing Process format with an emphasis on the nurse’s role in providing competent client care. Nursing Outcomes Classification (NOC) and Nursing Interventions Classification (NIC) are identified in each Nursing Care Plan. Other critical thinking skills are also introduced, including Concept Mapping of client care, critical thinking case study scenarios, test taking skills, an introduction to APA format, and skillful reasoning as a guide to nursing action and sound nursing decision making. This course will assist the learner in developing the intellectual capacities and skills to become disciplined, self-directed, critical thinkers within the context of learning basic nursing content. A $145.00 HESI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-require(s): NURS101 and NURS101C

NURS101C Foundations of Nursing and Critical Thinking Clinical 2 CR
This course introduces basic knowledge, skills, and critical thinking concepts necessary for delivery of bedside nursing. The student will begin to apply the nursing process through patient care experiences. The clinical learning objectives focus on meeting the basic needs of the geriatric and chronically ill person. Historical nursing perspectives, legal and ethical standards for nursing practice will also be explored. A $20.00 insurance fee and a $150.00 charge for a Nursing lab kit is included in NURS101C. Note: NURS101C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-require(s): NURS101 and NURS101C

NURS110 Nursing Transitions 3 CR
NURS110L Nursing Transitions Lab 1 CR (2 contact hours)
These courses are designed to validate prior learning achieved. The courses expand on knowledge and skills obtained previously in the health-care setting; achieved as a military LPN, paramedic or any other exceptionally trained medic, as well as education courses. The nursing process is introduced and used as an approach to nursing care with emphasis on the basic human needs relating to basic health care needs of the patient along with management, leadership and developing critical thinking skills. The roles of the nurse as provider of care, communicator, teacher, manager and member of the health profession are introduced and provide the framework for clinical application and evaluation. Note: A grade of B- or better is required to pass both courses successfully.

NURS125 Pharmacology I 2 CR
This course provides drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. A $55.00 testing fee is charged in this course. A fee of $95.00 is charged in this course for an online pharmacology resource. Note: A grade of B- or better is required to pass this course successfully.

Co-require(s): NURS101 and NURS101C
Recommended Prerequisite(s): BIOL221, BIOL221L, CHEM150 and CHEM150L are recommended for BSN-PL students only.

NURS126 Pharmacology II 2 CR
This course provides additional drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. A $55.00 testing fee is charged in this course. A fee of $95.00 is charged in this course for an online pharmacology resource. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): NURS101, NURS101C and NURS125

NURS135 Nutrition in Nursing 2 CR
This course is designed to introduce the nursing student to the fundamentals of nutrition. Integration of the nursing process will be achieved through case studies and care plans designed for the adult client with nutritional health needs. This course will define the role of nutrients in the human body, as well as family and community nutrition. A strong emphasis will be placed on clinical nutrition in the acute care setting. There is a $165.00 fee in this course for ATI’s Nurses Touch. Note: A grade of B- or better is required to pass this course successfully.

Recommended Co-require(s): NURS101 and NURS101C are recommended for BSN-PL students only.
Prerequisite(s): BIOL115 or BIOL221 and BIOL221L

NURS144 Nursing of Adults 4 CR
This course covers the normal aging processes, characteristics of aging, special problems associated with aging, and caring for the aging adult. This course also focuses on the health and illness of clients with emotional and psychosocial difficulties and psychiatric illnesses. Emphasis is placed on the importance of the nurse-patient relationship and the therapeutic use of self in the clinical setting through verbal and written communication, and one-on-one interactions in the role of the Licensed Practical Nurse (LPN). Additional emphasis is placed on the LPN’s role in interdisciplinary treatment planning, utilization of the nursing process, and the impact of culture in the care of the aging adult and in mental health illnesses. A $125.00 HESI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course.

*Component Co-require(s): NURS144 and NURS144C
Co-require(s): NURS135
Prerequisite(s): NURS101 and NURS101C

NURS144C Nursing of Adults Clinical 4 CR
This course focuses on acute nursing care of adult clients with common, less complex medical or surgical health needs. The student will utilize the nursing process to develop critical thinking skills to implement a holistic plan of care to a diverse population with various medical or surgical abnormalities in a structured setting. A $20.00 insurance fee is charged in this course. Note: NURS144C requires 180 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-require(s): NURS144 and NURS144C
Co-require(s): NURS135
Prerequisite(s): NURS101 and NURS101C

NURS165 Maternal and Child Nursing 2 CR
This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-require(s): NURS165 and NURS165C
Co-require(s): NURS144 and NURS144C

NURS165C Maternal and Child Nursing Clinical 1 CR
This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. A $20.00 insurance fee is charged in NURS165C. Note: NURS165C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-require(s): NURS165 and NURS165C
Prerequisite(s): NURS144 and NURS144C

NURS175 Geriatrics and Mental Health 3 CR
This course covers the normal aging processes, characteristics of aging, special problems associated with aging, and caring for the aging adult. This course also focuses on the health and illness of clients with emotional and psychosocial difficulties and psychiatric illnesses. Emphasis is placed on the...
importance of the nurse-patient relationship and the therapeutic use of self in the clinical setting through verbal and written communication, and one-on-one interactions in the role of the Licensed Practical Nurse (LPN). Additional emphasis is placed on the LPN’s role in interdisciplinary treatment planning, utilization of the nursing process, and the impact of culture in the care of the aging adult and in mental health illnesses. Note: A grade of B- or better is required to pass this course successfully.

Co-requisite(s): PSYC101
Prerequisite(s): NURS144 and NURS144C

NURS195 Practical Nurse Leader and Manager 3 CR
This course will provide leadership and management processes for the Licensed Practical Nurse (LPN) to apply with the current health care industry. Students will explore how culture, delegation, ethics and law, and the process of change, assists to build a team of health care providers within the scope of the LPN practice. This course will focus on management theory; stressing effective communication and conflict resolution skills with staff, clients, families and physicians. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): Course to be completed in the final semester of the Practical Nursing Diploma program.

NURS250 Nursing Care of Adults I 4 CR
This course focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be explored. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for client and family within the practice of the professional nurse. The student will utilize therapeutic communication techniques with clients, families, and all members of the health care team. Current ethical and legal implications for the nursing profession will be included. There is an $85.00 fee in this class for Professional Modules. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS250, NURS250L and NURS250C
Prerequisite(s): NURS126, NURS137, NURS137L, NURS325 and NURS325C

NURS250L Nursing Care of Adults I Lab 1 CR
The student will use the nursing process and critical thinking skills to develop basic medical surgical skills with demonstration and practical application in the nursing simulation lab. These skills include hands-on patient care techniques, communication, and health assessments as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. Note: NURS250L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS250, NURS250L and NURS250C
Prerequisite(s): NURS126, NURS137, NURS317L, NURS325 and NURS325C

NURS250C Nursing Care of Adults I Clinical 3 CR
The student will use the nursing process and critical thinking skills to develop a holistic plan of care for a diverse adult population with various medical or surgical abnormalities in structured settings. Clinical practice experiences are provided in both outpatient and acute care settings and will focus on knowledge and skills necessary for the competent and compassionate care of adults within the context of their families and community. Opportunities to apply theoretical concepts are offered through faculty guided on and off campus experiences in acute care facilities. This course begins to prepare the nursing student to be an effective practitioner of care of the adult patient. A $20.00 insurance fee is charged in this course. Note: NURS250C requires 135 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS250, NURS250L and NURS250C
Prerequisite(s): NURS126, NURS137, NURS317L, NURS325 and NURS325C

NURS302L ACLS Certification Exam Preparation 1 CR
This course provides preparation for the Advanced Cardiac Life Support (ACLS) certification exam. ACLS is well recognized by the health care community as a certification recommended for work in higher level acute care settings. A $150.00 fee is included in this course. Note: this class is graded on a Pass/Fail basis.

Prerequisite(s): Successful completion of 2nd year BSN Pre-licensure program or current EMT-P or RN license.

NURS315 Health Promotion and Education 3 CR
This course will introduce theories of teaching and learning as well as a model for health promotion. The fundamentals of developing strategies to assess, plan, implement, and evaluate teaching plans will be emphasized. Concepts of health promotion and disease prevention for vulnerable populations will be integrated in teaching plans. There is an $85.00 fee in this class for Professional Modules. Note: A grade of B- or better is required to pass this course successfully.

NURS317 Health Assessment in Nursing 3 CR
This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The course emphasizes a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. The student will gain an advanced level of competency in health assessment to function in the role of a professional nurse. This course will lay the foundation of advanced assessment skills to enable the student to consider graduate studies in nursing science. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS317 and NURS317L
Prerequisite(s): BIOL221, BIOL221L, NURS101 and NURS101C

NURS317L Health Assessment in Nursing Lab 1 CR
This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The course emphasizes a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. A $160.00 fee for insurance, lab supplies and shadowing is charged in this course. Note: This course requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS317 and NURS317L
Prerequisite(s): BIOL221, BIOL221L, NURS101 and NURS101C

NURS325 Mental Health Nursing Across the Lifespan 3 CR
This course focuses on the psychopathology and nursing interventions relative to primary mental health diseases/disorders across the life span. The course is patient-centered and delves into the health and illness of clients who have serious and persistent emotional and psychosocial difficulties and psychiatric illnesses. The course emphasizes development of the students' decisional capabilities, self-awareness and professional behaviors as they utilize theory and research from nursing, psychology and related disciplines for the provision of nursing care to individuals, families and groups suffering from acute and chronic mental illnesses. A $145.00 HESI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS325 and NURS325C
Prerequisite(s): NURS101 and NURS101C

NURS325C Mental Health Nursing Clinical 1 CR
In this clinical experience, students learn about experiences in mental health acute care settings and arranged community settings to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Therapeutic communication, psychopharmacological therapy, and client teaching are emphasized as each disorder is discussed within the framework of nursing assessment, diagnosis, outcome setting, intervention, and evaluation. A $20.00 insurance fee is charged in this course. Note: NURS325C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s): NURS325 and NURS325C
Prerequisite(s): NURS101 and NURS101C

NURS334 Nursing Care of Adults II 4 CR
This course focuses on the additional development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults will be continued. Health issues and dis-
ease processes commonly experienced by individuals and their families in the adult years will be examined. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for the client and family within the practice of the professional nurse. The student will continue to utilize therapeutic communication techniques with clients, families, and all members of the health care team. Additional ethical and legal implications for the nursing profession will be included. A $145.00 HESI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*NComponent Co-requisite(s):* NURS334, NURS334L and NURS334C  
Prerequisite(s): NURS250, NURS250L and NURS250C

NURS34L Nursing Care of Adults II Lab 1 CR

The student will continue to use the nursing process and critical thinking skills to develop medical and surgical nursing skills with demonstration and practical application in the nursing simulation lab. These skills include additional hands-on patient care techniques, communication, and health assessment as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. NURS334L has a $150.00 fee for ACLS training. Note: NURS334L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS334, NURS334L and NURS334C  
Prerequisite(s): NURS250, NURS250L and NURS250C

NURS334C Nursing Care of Adults II Clinical 4 CR

The student will continue to use the nursing process and critical thinking skills to develop a holistic plan of care for a diverse adult population with various medical or surgical abnormalities in structured settings. Clinical practice experiences will continue to be provided in both outpatient and acute care settings and will focus on knowledge and skills necessary for the competent and compassionate care of adults within the context of their families and community. Additional opportunities to apply theoretical concepts are offered through faculty guided on and off campus experiences in acute care facilities. This course continues to prepare the nursing student to be an effective practitioner of care of the adult patient. A $20.00 insurance fee is charged in this course. Note: NURS334C requires 180 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS334, NURS334L and NURS334C  
Prerequisite(s): NURS250, NURS250L and NURS250C

NURS355 Nursing of Childbearing Family 4 CR

This course identifies the role of the nurse in caring for the maternity client and family. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate’s health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. A $145.00 HESI exam fee is charged in this course. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS355 and NURS355C  
Co-requisite(s): NURS370L  
Prerequisite(s): NURS334, NURS334L and NURS334C

NURS355C Nursing of Childbearing Family Clinical 2 CR

This course identifies the role of the nurse in caring for the maternity client and family. It will highlight the role of the nurse in caring for the family unit. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate’s health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. Clinical experiences will take place in a variety of care settings, including acute care settings. The student will use the nursing process in the care of the high- and low-risk maternity client and neonate. Students will apply critical thinking skills and therapeutic communication techniques in supportive nursing interventions for the childbearing woman and her family. A $20.00 insurance fee is charged in this course. Note: NURS355C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS355 and NURS355C  
Co-requisite(s): NURS370L  
Prerequisite(s): NURS334, NURS334L and NURS334C

NURS370 Nursing Care of Children 4 CR

This course identifies the role of the nurse in caring for the developing child from birth through adolescence. Theories and principles of growth and development are discussed in relation to issues along the illness/wellness continuum. Students will apply critical thinking skills and therapeutic communication techniques in preventative and/or supportive nursing interventions for children at risk and experiencing illness. The nursing process is used to examine conditions and describing the role of the nurse in caring for the child and family. Theories of growth and development will be incorporated in developing appropriate anticipatory plans of care for children and families with complex needs. Methods of providing holistic care to the child and family with an emphasis on health promotion, maintenance, restoration or support of death with dignity are discussed. Note: A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS370, NURS370L and NURS370C  
Prerequisite(s): NURS334, NURS334L and NURS334C

NURS370L Nursing Care of Children Lab 1 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process and critical thinking skills to develop and demonstrate practical application of care of the family unit in the laboratory setting. These skills include hands-on patient care techniques, communication, and health assessment as applied in clinical practice situations in the process of providing care of families. Note: NURS370L requires two hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS370, NURS370L and NURS370C  
Prerequisite(s): NURS334, NURS334L and NURS334C

NURS370C Nursing Care of Children Clinical 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. A $20.00 insurance fee and a $100.00 membership fee to Sigma Theta Tau Leadership are charged in this course. Note: NURS370C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

*Component Co-requisite(s):* NURS370, NURS370L and NURS370C  
Prerequisite(s): NURS334, NURS334L and NURS334C

NURS415 Evidence Based Nursing Practice 2 CR

This course will provide information on the theoretical and analytic processes to improve decision-making about the delivery of nursing care to patients or populations. Topics included will be producing, compiling and assessing evidence, use of clinical pathways and guidelines, clinical trials, decision analysis, and outcomes research. The development of a change in nursing practice and strategy for implementing it based upon an evidence based approach will be formulated. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): STAT219

NURS420Y Community Health Nursing Lecture/Clinical 4 CR

This course will provide the undergraduate student with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families and communities, with an emphasis on prevention at all levels. The Roy conceptual model of nursing provides the framework for the care of the client as an adaptive community. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. A $20.00 insurance fee and a $100.00 membership fee to Sigma Theta Tau Leadership are charged in this course. NURS420Y is offered online in a ten week format and requires 90 hours of clinical for the semester. Note: A grade of B- or better is required to pass this course successfully.

Prerequisite(s): NURS315
NURS421Y Nurse Manager and Leader Lecture/Clinical 3 CR
This course will focus on the management and leadership roles of the bac-
calaureate nurse. The student will utilize decision-making tools of manage-
ment and leadership to guide a multidisciplinary team through complex and
evolving health care situations. A $20.00 insurance fee and a $100.00 mem-
bership fee to Sigma Theta Tau Leadership are charged in this course.
NURS421Y requires 45 hours of clinical for the semester. Note: A grade of B-
or better is required to pass this course successfully.

NURS427 Community Health Nursing (PL) 3 CR
This course provides didactic learning experiences for students in selected
principles of community health, public health and family health nursing.
Students employ basic epidemiology principles and data collection strate-
gies. The student will apply the nursing process to care for individuals, fam-
ilies, communities, and aggregates. Emphasis will be on nursing history,
wellness and promotion as well as primary, secondary, and tertiary preven-
tion. The student will also be introduced to multiple roles of the community
health nurse in a variety of settings and application to a collaborative health
care model. A $145.00 HESI exam fee is charged in this course. Note: A
grade of B- or better is required to pass this course successfully.
*Component Co-requisite(s): NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and
NURS370C

NURS427C Community Health Nursing Clinical (PL) 2 CR
This course provides the student with a basic foundation for the practice
of community health nursing. The student will apply the nursing process to
the care of individuals, families, and communities, with an emphasis on preven-
tion at all levels. The student will also be introduced to multiple roles of the
community health nurse in a variety of settings and application to a collabor-
ative health care model. A $20.00 insurance fee is charged in this course.
Note: NURS427C requires 90 hours of clinical for the semester. A grade of B-
or better is required to pass this course successfully.
*Component Co-requisite(s): NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and
NURS370C

NURS433 Nurse Manager and Leader (PL) 2 CR
This course examines the leadership process in nursing. The student studies
the effects of leadership theory in the management of people and tasks
within the health care environment, demonstrating the relationship between
nursing leadership and healthcare and patient advocacy. Emphasis is placed
on teaching and learning that stresses interpersonal communication as an
essential component of nursing and leadership. Students will identify
dominant and emerging leadership styles, fostering enhanced leadership
capacity. An exploration of management theories and principles and their
application to nursing practice is presented. Note: A grade of B- or better is
required to pass this course successfully.
*Component Co-requisite(s): NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and
NURS370C

NURS433C Nurse Manager and Leader Clinical (PL) 3 CR
Student development in the roles of problem-solver, change agent, and
leader is emphasizes through an extensive clinical experience with the stu-
dent working with a preceptor in an acute care setting. This course exam-
ines the leadership process in nursing. The student studies the effects of
leadership theory in the management of people and tasks within the health
care environment, demonstrating the relationship between nursing leader-
ship and healthcare and patient advocacy. Emphasis is placed on teaching
and learning that stresses interpersonal communication as an essential
component of nursing and leadership. Student will identify dominant and
emerging leadership styles, fostering enhanced leadership capacity. An
exploration of management theories and principles and their application to
nursing practice is presented. A $20.00 insurance fee and a $100.00 mem-
bership fee to Sigma Theta Tau Leadership are charged in this course.
Note: NURS433C requires 135 hours of clinical for the semester. A grade of B-
or better is required to pass this course successfully.
*Component Co-requisite(s): NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and
NURS370C

NURS496 Senior Nursing Seminar 2 CR
This course focuses on current issues in the health care industry that impact
the professional nurse in the 21st century. Topics will include: licensure and
certification, current political issues, delivery of patient care in a cost con-
trolled environment, compliance with the Health Information Portability &
Accountability Act, the role of the advanced practice nurse, and collabora-
tive practice. A $195.00 HESI exam and BSN capstone fee is charged in this
course. Note: A grade of B- or better is required to pass this course suc-
cessfully. NURS496O will be offered for BSN Completion students only. The
O suffix designates an online course offering in which the HESI exam
requirement for BSN-PL students will not be included in the course.
Prerequisite(s): Last semester; major courses completed or taken
concurrently.

Physics (PHYS)

Physic lab classes require 2 hours of contact time for 1 credit hour.

PHYS100 Applied Physics 2 CR
This course introduces the basic physical principles relating to particle
motion, transfer of energy, energy fields and waves, rotational motion, ther-
modynamics, electromagnetism, material properties, and relativity. Students
will apply these principles to physical systems in the virtual or physical labor-
atory setting.
Co-requisite(s): PHYS100L
Prerequisite(s): MATH125

PHYS100L Applied Physics Lab 1 CR
(2 contact hours)
This course introduces the basic physical principles relating to particle
motion, transfer of energy, energy fields and waves, rotational motion, ther-
modynamics, electromagnetism, material properties, and relativity. Students
will apply these principles to physical systems in the virtual or physical labo-
atory setting. A $20.00 insurance fee is charged in this course. There is a
$105.00 lab supplies fee for in-seat course offerings.
Co-requisite(s): PHYS100
Prerequisite(s): MATH125

PHYS210* Fundamentals of Physics I 3 CR
This course introduces the fundamental mechanics of physics. The physical
properties of motion, matter, phases, thermodynamics, heat, vibrations and
sound will be discussed. Methods for quantitative and qualitative analyses
of physical properties will be introduced. This course is the first in a two-
course sequence introducing students to the fundamentals of physics.
Co-requisite(s): PHYS210L or PHYS210V
Prerequisite(s): MATH125

PHYS210L* Fundamentals of Physics I Lab 1 CR
(2 contact hours)
This laboratory course introduces the fundamental mechanics of physics
through hands-on and/or virtual laboratory experiments. Experiments involv-
ing physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be done. Methods, including the scientific method,
for quantitative and qualitative analyses of physical properties will be intro-
duced. This laboratory course is the first in a two-course laboratory
sequence introducing students to the fundamentals of physics. A $125.00
lab and insurance fee is charged in this course. *Note: The lab portion des-
ignated as PHYS210V was taught in a virtual format.
Co-requisite(s): PHYS210
Prerequisite(s): MATH125

PHYS220* Fundamentals of Physics II 3 CR
This course is the second in a two-course sequence introducing students to
the fundamentals of physics. This course builds on the knowledge learned in
Fundamentals of Physics I. The physical properties of electricity, magnetism,
optics, relativity, and nuclear physics will be discussed.
Co-requisite(s): PHYS220L or PHYS220V
Prerequisite(s): PHYS210 and PHYS210L or PHYS210V
PHYS220L* Fundamentals of Physics II Lab  1 CR
(2 contact hours)
This laboratory course is the second in a two-course laboratory sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics Laboratory I through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be used. A $125.00 lab and insurance fee is charged in this course. *Note: The lab portion designated as PHYS220V was taught in a virtual format.
Co-requisite(s): PHYS220
Prerequisite(s): PHYS210 and PHYS210L or PHYS210V

*These courses are offered for the Medical School Partnership. All PHYS courses completed for the Partnership require a “C” or better grade for successful completion.

Political Science (POLs)

POLS111 American Government  3 CR
This course introduces students to American politics, the political process, and the evolution of American government at the national, state, and local levels. Students will explore national and state constitutions, civil rights, citizenship, suffrage, public opinion, political parties, and the electoral system. Students also evaluate the relationship between the individual and the government in the United States.
Prerequisite(s): ENGL109

POLS230 Comparative Politics  3 CR
This course introduces students to comparative study of the domestic politics of nations throughout the world. Students explore the development of the modern state, the structures of political institutions in diverse nations, and the nature of political power. Students also examine the concepts of nationalism, nation-building, political change, and the political culture of various nations. Other topics for study include the nature of democracy, planned economies and market economies, the politics of the developing world, and international relations. Specific countries and their governments will be compared to provide students the means to evaluate different types of political systems.
Prerequisite(s): ENGL109

POLS385 Political Science Special Topics  3 CR
This course explores political phenomena in various socio/political contexts. Students learn in depth the significance and implications of political ideologies and the impact of political events on the present and future.
Prerequisite(s): ENGL109

Prior Learning Assessment (PLAA)

PLAA150 Prior Learning Assessment Portfolio Development  1-3 CR
This course is designed to prepare students to apply for a Prior Learning Assessment (PLA). Students will learn to describe, reflect, analyze, and document their prior learning from work and life experience to learn to develop portfolios that could be used to substantiate a PLA request for college credit toward their degree. The ability to research and obtain documentation of prior learning experiences, as well as revise the portfolio through a process-based writing approach, will be emphasized as essential for completion of the course. However, successful completion of the course does not automatically guarantee the awarding of credit for courses included in the portfolio as all completed portfolios will be evaluated for possible credit by content-expert faculty in the student’s degree program. Course is repeatable for a maximum of 3 credits.
Prerequisite(s): ENGL109 or English Department Chair approval required; approval of Director of Experiential Learning required.

Professional Excellence (PROX)

PROX190 International Field Experience  1 CR
Field education provides international students at Davenport University with guided learning experiences in their chosen field of study outside the classroom. Field education is designed to help international students to gain a practical understanding about American work ethics, professional standards, and ways of doing business in an interdependent global market. Through field education, students practice academic skills and prepare for professional careers. In addition to 5 hours of class time, students will work for a minimum of 45 hours in a business, non-profit, or government setting in projects proposed and designed by the student in collaboration with the worksite supervisor under the guidance and supervision of an assigned instructor. To enroll in this course, students must have international student status at Davenport University, have completed one academic year of collegiate study, have maintained university academic standards of progress, and have the work site pre-approved by the International Office. A $20.00 insurance fee is charged in this course. Note: Course is repeatable 3 times for a maximum of 3 credits and is graded on a Pass/Fail basis.
Prerequisite(s): International student on F1 status, must have a minimum 2.5 GPA and be a current student enrolled for a minimum of 24 hours of college level work and approval of Curricular Practical Training (CPT).

PROX191 Service Learning Practicum  1 CR
This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 5 hours of class work, students perform a minimum of 45 hours of service. A $20.00 insurance fee is charged in this course.
Prerequisite(s): Student must have a minimum 2.5 GPA and completed at least 24 hours of college level work.

PROX192 Service Learning Practicum  2 CR
This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 10 hours of class work, students perform a minimum of 90 hours of service. A $20.00 insurance fee is charged in this course.
Prerequisite(s): Student must have a minimum 2.5 GPA and completed at least 24 hours of college level work.

PROX193 Service Learning Practicum  3 CR
This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural

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Public Safety and Security Management (PSMG)

PSMG250 Investigative Techniques and Procedures 3 CR
This course provides an overview of the principles, methods and techniques used for conducting a criminal or civil investigation. The legal framework for investigation, including coverage of evidentiary rules and ethical issues are examined. Interviewing techniques are also explored with emphasis on the ethical and legal issues associated with conducting the interviews. Practical application techniques are reinforced using case studies and hands-on exercises.

Prerequisite(s): LEGL211

Psychology (PSYC)

PSYC101 Introductory Psychology 3 CR
This course provides an overview of psychological principles. Students learn basic theories and concepts to understand the dynamics of human behavior in a variety of settings.

PSYC113 Stress Management for Life 3 CR
This course explores various techniques used to manage stress and promote personal health throughout life. Students will develop career skills useful for assisting health care clients in reducing stress. Various techniques that can be used in life to promote a sense of inner control and balance will also be provided.

PSYC127 Healthy Living 3 CR
This course explores the most recent, scientifically-based personal health information relevant to the entire lifespan. Students critically review health information from various sources and gain skill in analyzing their own health-related behaviors and attitudes. In the process, students learn strategies, techniques, and behaviors to optimize their own well-being and the well-being of their families.

PSYC201 Abnormal Psychology 3 CR
This course will provide an overview of abnormal behavior and psychological disorders. Research methods used in the field of abnormal behavior will be identified and relevant research findings will be compared. A variety of perspectives including biological, environmental, psychological and sociocultural influences on the development of mental health disorders will be examined. The definition, classification and treatment of a variety of psychological disorders will also be explored. Legal considerations surrounding mental disorders and the mental health field will be addressed.

Prerequisite(s): PSYC101

PSYC270 Dimensions of Aging 3 CR
This course provides the basic knowledge in gerontological psychology and issues that concern the aging population. Students will discuss physical and mental issues of the aged. Other concerns of the aged, including social, financial, and support systems, will be identified.

Prerequisite(s): ENGL109

PSYC303 Psychosocial Health Concerns 3 CR
This course provides an introduction to the psychosocial growth and development of the human being through life. Students will explore the interaction of the psychological and physiological growth and the particular health concerns that impact each stage of development. Students will be expected to develop the ability to formulate plans that assist in the resolution of health care problems that are impacted by psychosocial development.

Prerequisite(s): ENGL109

PSYC385 Psychology Special Topics 3 CR
This course explores psychological phenomena in various psycho/social contexts. Students learn in-depth the significance and implications of theories and applications, along with their impact on emotions, behavior, and thinking.

Prerequisite(s): ENGL109

Risk Management and Insurance (RMGI)

RMGI221 Principles of Risk Management and Insurance 3 CR
This course introduces the subject of risk management and insurance. The student will learn the concept of risk and risk management, how insurance fits in the risk management process, how the insurance mechanism works including the core competencies, and how the insurance market is structured and regulated. Students will also examine the structure of insurance contracts, and an overview of property and liability loss exposures and common insurance policy provisions. This course will also help students prepare for the INS 21 national examination administered by the Insurance Institute of America.

Recommended Co-requisite(s): MATH125 and RMGI221

RMGI322 Personal Insurance 3 CR
This course examines insurance contracts and programs for individuals, including property, liability, automobile, life, disability, healthcare and retirement. This course will also help students prepare for the INS 22 national examination administered by the Insurance Institute of America.

Prerequisite(s): MATH125 and RMGI221

RMGI323 Commercial Insurance 3 CR
This course examines insurance contracts and programs for businesses, including property, business income, crime, equipment breakdown, marine, general liability, automobile, workers compensation, farm, and others. This course will also help students prepare for the INS 23 national examination administered by the Insurance Institute of America.

Prerequisite(s): MATH125 and RMGI221

RMGI410 Insurance Proposals and Negotiation 3 CR
This course examines typical negotiation situations in risk management and insurance and application of principled negotiating techniques to those situations, assembly of information to support positions and proposals, the responsible use and presentation of data, use of spreadsheets and presentation software to create professional documents and presentations to support positions and proposals, such as the development of a new product or the sale of a new insurance coverage to a risk manager or a new exposure to an insurance/reinsurance underwriter. The course includes a major group project to develop a written proposal and oral presentation.

Prerequisite(s): BITS211, COMM120, ENGL311, and RMGI323

RMGI420 Insurance Company Operations and Regulations 3 CR
This course examines the core competencies of an insurance company and the interdependencies of those functions, including actuarial, claims, finance, reinsurance, and underwriting. Other topics include insurance regulation, the global insurance market, and the strategic management of an insurance company. This course will incorporate the use of an insurance company simulation “game” exercise. This course will incorporate the online Ethics 311 Ethical Guidelines for Insurance Professionals module administered by the Insurance Institute of America, and help students prepare for the CPCU 520 national examination administered by the American Institute for Chartered Property Casualty Underwriters.

Prerequisite(s): FINC211, RMGI221, and STAT220

RMGI454 Risk Management 3 CR
This course examines the process of risk management, including the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of loss forecasting and cash flow analysis to make a decision. An overview of the evolution of an international exposure will also be examined. This course will incorporate the use of case studies and a
risk management simulation “game” exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.

**Recommended Prerequisite(s):** RMGI420

**Prerequisite(s):** FINC211, RMGI332, and STAT220

**RMGI490 Risk Management and Insurance Internship 3 CR**

Contact Career Services at least one semester prior to enrolling. This bachelor-level risk management and insurance internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student’s major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employer site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student’s performance. A $20.00 insurance fee is charged in this course. Note: A criminal background check and drug screening may be required by the internship site.

**Prerequisite(s):** RMGI221, junior status; all Foundations of Business courses completed and a minimum 2.7 cumulative GPA and a minimum 2.7 GPA in the major.

### Social Sciences (SOSC)

#### SOSC201 Diversity in Society 3 CR

This course introduces students to the complex issues surrounding diversity in U.S. society and to the need for understanding difference in an increasingly globalized world. Students will explore the social-historical context of multiple experiences on individual, cultural and institutional levels. They will analyze the complex interactions regarding diversity in organizations. Students will also evaluate their own thoughts, attitudes, and behaviors in order to understand their roles in a diverse society. Note: Course sections which are designated (EL) in the title will have an $80.00 field trip fee included with tuition.

**Prerequisite(s):** FINC211, junior status; all Foundations of Business courses completed and a minimum 2.7 cumulative GPA and a minimum 2.7 GPA in the major.

#### SOSC241 World Regional Geography 3 CR

This course teaches concepts and principles of world geography with particular emphasis on regions and places. Students learn the necessary geographic foundations to build an informed view of global current events. Students also learn to identify places and regions and understand the relationship of physical systems, human systems, and spatial patterns. Politics, economics, development, and war are explored in the global context, with specific examples. Students will study both the physical and cultural characteristics of the world as they develop insights into the relationship between environment and culture. Students learn to use maps that display and analyze data from the principle regions of the world.

**Prerequisite(s):** ENGL109 and SOSC201

#### SOSC301 Globalization and World Diversity 3 CR

This course introduces students to socioeconomic, political and cultural dimensions of globalization. While employing an interdisciplinary approach, students explore the aspects and driving forces of globalization. Students analyze how macro globalization processes that transcend national boundaries, such as democratization, human rights, global finance, terrorism, pandemics, and environmental changes, impact lives of individuals in various regions of the world. The students critically assess the current and future impacts of issues, payoffs, dangers, and paradoxes of people’s choices about the global issues while emphasizing an institutional approach to resolving global problems.

**Prerequisite(s):** ENGL109 and SOSC201

#### SOSC381/382/383 International Social Science variable CR

This course explores the social sciences in an international context. Students learn about the social sciences while studying in another country. Students reflect upon the rich history, traditions, and beliefs of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student’s international study and pending approval from the appropriate division chair.

### Sociology (SOCY)

#### SOCY101 Introductory Sociology 3 CR

This course provides an overview of sociological theory. Students learn sociological models of society; basic units of social life and social institutions; and fundamental social processes derived from sociological theory and perspectives. Students also evaluate the role of the individual in society.

**Prerequisite(s):** ENGL109

#### SOCY385 Sociology Special Topics 3 CR

This course explores sociological phenomena in various social contexts. Students learn in-depth the significance and implications of sociological theory and the impact of social forces upon groups.

**Prerequisite(s):** ENGL109

### Spanish (SPAN)

#### SPAN111 Beginning Spanish I 3 CR

This first semester Spanish course is an introduction to listening, speaking, reading and writing skills, and Spanish-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of Spanish-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

**Prerequisite(s):** Completion of SPAN111 with a C or above.

#### SPAN121 Beginning Spanish II 3 CR

This second semester Spanish course is a continuation of language skills and cultural understanding in SPAN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Spanish-speaking cultures.

**Prerequisite(s):** SPAN121

#### SPAN211 Intermediate Spanish I 3 CR

The third semester Spanish course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Spanish-speaking cultures. Note: A grade of C or better is required to take the next course in the sequence.

**Prerequisite(s):** SPAN211

#### SPAN221 Intermediate Spanish II 3 CR

The fourth semester Spanish course is a continuation of language skills and cultural understanding from SPAN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and build a well-rounded view of diverse Spanish-speaking cultures.

**Prerequisite(s):** Completion of SPAN211 with a C or above

#### SPAN311 Spanish for the Professions 3 CR

A course designed for students pursuing the language specialty. This course follows a language needs approach which consists of developing content based on the needs and interests of students and their prospective majors. Students will relate information studied in other subjects to their learning of Spanish. Concentration will be on preparing students with specific language and usage in relevant cultural contexts in their intended careers. Instruction will utilize target language.

**Prerequisite(s):** SPAN221
Statistics (STAT)

STAT219 Introduction to Biostatistics 3 CR
This course introduces students to foundational statistical methods common
to the medical and health fields. Students will learn how to use the collec-
tion, analysis, presentation, and interpretation of data in the context of the
health sciences. Analysis of real-world data sets will be performed using
statistical software.
Prerequisite(s): MATH125

STAT220 Introduction to Statistics 3 CR
This course introduces students to statistical methods common to profes-
sional careers. Students learn how to use the collection, analysis, presenta-
tion and interpretation of data. Students will learn to use graphical and
numerical methods to summarize data sets. Analysis of large, real-world
data sets will be performed using statistical software. Note: Online sections
will have an $85.00 book fee included with tuition charges.
Prerequisite(s): MATH125

STAT322 Inferential Statistics 3 CR
This course introduces students to the advanced methods of data analysis.
Particular focus will be given to techniques commonly used in the decision-
making processes of those in management and marketing research, as well
as those pursuing other careers requiring the interpretation of statistics-
based research. Analysis of large, real-world data sets will be performed
using statistical software.
Prerequisite(s): STAT219 or STAT220

Study Abroad (SABR)

SABR381 Study Abroad Experience 3 CR
Students experience living and studying in a foreign country, which enables
them to learn about a different culture, geography, history, religion, econom-
ics and different business practices and ethics. It allows the students the
opportunity to become acquainted with different cities and countries and the
way they are governed, and offers them the opportunity to conduct compar-
ative studies with the United States. Students explore differences and com-
monalities through participation in activities and structured observation of
their surroundings while abroad.
Prerequisite(s): Acceptance to the Study Abroad Program.

Technology (TECH)

TECH489 Field Experience in Technology 3 CR
This course provides students the opportunity to apply discipline-related
knowledge through live, field-based projects with organizational clients from
diverse industries and sectors, including entrepreneurs, small businesses,
and non-profit organizations, among others. Teams of three to five students,
with support of faculty, provide data, analysis, and recommendations
designed to help clients achieve technological advances to solve organiza-
tional challenges and to impact growth. This qualifies as an Experiential
Learning option within the College of Technology.
Prerequisite(s): Senior status and minimum GPA of 2.3

TECH497 College of Technology Capstone 3 CR
This is the capstone for the Bachelor of Applied Science Degree in the
College of Technology. Competency of the program will be demonstrated
through a project in which the student demonstrates proficiency in their
specific major area of study. Students are strongly encouraged to attempt a
certification exam relevant to their degree during this course. The estimated
cost of an outside certification exam is $125 - $300.
Prerequisite(s): Last semester; major courses complete or taken concur-
rently and GPMT287.
Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission — North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite #2400, Chicago, IL 60601; phone (800) 621-7440; www.ncahighered.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

Davenport University, an independent, nonprofit institution, is chartered by the State of Michigan and is empowered to grant degrees; it is also certified by the State Approval Agency of the Department of Education.

Davenport University is recognized for veterans’ training under the G.I. Bill for Veterans Educational Assistance.

The University is approved by the United States Department of Justice, Immigration and Naturalization Service as an institution of higher education for training foreign students.

The University is approved by agencies of the state and federal governments for many programs including Rehabilitation Work Incentive, etc.

Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

Davenport University is designated as a Center of Academic Excellence (CAE) for its Information Assurance coursework. CAEs are designated by the National Centers of Academic Excellence in Information Assurance Education (CAEIAE) and are jointly sponsored by the National Security Agency (NSA) and the Department of Homeland Security (DHS).

A bachelor’s degree earned at Davenport University with a major in accounting is fully recognized by the Michigan State Board of Accountancy.

A bachelor’s degree in Finance with a Financial Planning Specialty earned at Davenport University is fully recognized by the CFP® (Certified Financial Planning) Standards Board.

The HIM baccalaureate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).


The HIM associate degree level program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information: CAHIIM, 233 N. Michigan Avenue Suite 2150, Chicago, IL 60601; phone (312) 233-1183; www.cahiim.org.

The Bachelor of Science program in Health Services Administration is certified by the Association of University Programs in Health Administration (AUPHA), 2000 14th Street North Suite 760, Arlington, VA 22201 (www.aupha.org).

The Medical Assisting program at Battle Creek, Saginaw in conjunction with Lansing and Grand Rapids campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caauhp.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, 727-219-2350.

The pre-licensure nursing program is approved by the Michigan Board of Nursing for BSN classes in Grand Rapids, Midland, and Warren. The Diploma in Practical Nursing at the Warren and Midland campuses are also approved by the Michigan Board of Nursing. The pre-licensure Bachelor of Science in Nursing (BSN) program, Bachelor of Science in Nursing (Completion Program) and the Diploma in Practical Nursing programs are each accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information: ACEN Inc., 3243 Peachtree Road NE, Suite 650, Atlanta, Georgia 30326, 404.975.5800 www.acenursing.org

In addition the pre-licensure Bachelor of Science in Nursing (BSN) program and the Bachelor of Science in Nursing (Completion Program) are each in candidacy status with the Commission on Collegiate Nursing Education (CCNE).

The Paralegal Studies Program, which offers an Associate of Science, Bachelor of Science and a Post-Baccalaureate Certificate at the campus in Grand Rapids, MI has been continuously approved by the American Bar Association (ABA) since 1994.

Accreditation credentials are available for review from University officials upon request.

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NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITY POLICY

Davenport University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services.

In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti-Harassment policy.