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## GENERAL INFORMATION

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### PEIRCE COLLEGE

1420 Pine Street  
Philadelphia, PA 19102-4699

Toll free: 888.GO.PEIRCE, ext. 9000  
Fax: 215.670.9366

Email: [info@peirce.edu](mailto:info@peirce.edu)  
Online: [www.peirce.edu](http://www.peirce.edu)  
Portal: [my.peirce.edu](http://my.peirce.edu)

### SCHOOL CLOSING NUMBERS

Day: 164  
Evening/Saturday/On Site: 2164

*Listen to radio station KYW (1060 AM) during inclement weather for school closing announcements. School closings are also announced on NBC 10 and Fox 29 and at the [my.peirce.edu](http://my.peirce.edu) portal*

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### **PEIRCE COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION.**

*The College is committed to ensuring equal opportunity in all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, and College-sponsored extracurricular activities).*

*The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.*

*Inquiries or complaints relating to equal opportunity for prospective or current students may be directed to the Assistant Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215.670.9328). If a prospective or current student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant/Student Disability Services Coordinator, who is available at the Mary W. Walker '33 Center for Academic Excellence, Second Floor, Alumni Hall (215.670.9251).*

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### **ACCREDITATION**

The College is authorized by the Pennsylvania Department of Education to award the Bachelor of Science and Associate in Science degrees. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267.284.5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Higher Education.

The Bachelor of Science and Associate in Science degrees and the Certificate of Proficiency in Paralegal Studies are approved by the American Bar Association (ABA). The Association of Collegiate Business Schools and Programs (ACBSP) accredits Peirce College's Bachelor of Science and Associate in Science degrees and Certificate of Proficiency in Business Administration.

## GENERAL INFORMATION

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The College is approved for Veteran and Vocational Rehabilitation training. Eligible veterans, members of the National Guard, and the survivors and dependents of deceased and disabled veterans may be eligible to use their G.I. benefits. The Veterans Administration determines eligibility for benefits. The Supervisor, Enrollment Services is the College's certifying official for veteran's benefits.

The College is a member of the American Association of Collegiate Registrars and Admissions Officers

(AACRAO), the National Association of Independent Colleges and Universities (NAICU), the National Association of College and University Business Officers (NACUBO), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), and the Pennsylvania Association of Colleges and Universities (PACU).

The Peirce College Board of Trustees approves all bachelor's and associate degrees and certificate programs.

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### DISCLAIMER

This Catalog is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret or make changes of any nature to this document as well as to any other policies, procedures, or programs of the College including, without limitation, with respect to the College's degree and non-degree academic programs of study,

offerings, and requirements, departments, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other person. The most up-to-date catalog information can be found at [www.peirce.edu](http://www.peirce.edu).

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### MISSION STATEMENT

Founded in 1865, Peirce College is a private, four-year specialized institution providing practical, leading-edge curricula to primarily working adult learners.

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### PEIRCE INSTITUTION-WIDE LEARNING OUTCOMES

1. Communicate clearly and effectively both orally and in writing
2. Solve problems using critical, analytical and quantitative skills
3. Demonstrate up-to-date knowledge, skills and methods in one's discipline
4. Demonstrate information literacy
5. Use information technology proficiently and responsibly
6. Identify and respond to ethical issues in the workplace and the community

## INTRODUCTION

Peirce College provides relevant, practical degree programs that educate students to work in an ever-changing economy. Advisory group meetings are held on a regular basis with industry leaders to ensure that Peirce College degree and certificate programs are current with the demands of the market. In order to be responsive to those demands, Peirce College reserves the right to update course requirements without notification. The course requirements published at the time of admission to the College guarantees the maximum number of courses a student will be required to take to complete a degree and/or certificate program. Course titles may change based on the current needs of the market.

## DEGREE PROGRAMS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Students may earn a bachelor's and/or associate degree in Business Administration with concentrations available in the following fields: Accounting, Business Law, Entrepreneurship/ Small Business Management, Human Resource Management, Management, and Marketing. The bachelor's degree in Business Administration with a concentration in Professional Studies or Real Estate Management and the bachelor's degree in Information Technology with a concentration in Information Security are also available. Bachelor's and/or associate degrees are offered in Information Technology with concentrations available in Desktop Applications for Business; Networking, Administration, and Security; Programming and Application Development, and Technology Management. Students may earn a bachelor's and/or associate degree in Paralegal Studies. There are a variety of options for Peirce College students to expand their studies beyond a single concentration within their degree program. Students have the opportunity to pursue two courses of study at the same time as they earn their degree. Students should contact their Program Advisor to learn more about the options available as dual concentrations. A minimum of 61 credits is required to complete any associate degree program and a minimum of 121 credits for any bachelor's degree program. Most courses are offered in the accelerated day, evening,

on site, and online delivery options. Some courses are available in a 14-week format during the fall, spring, and summer.

## CERTIFICATES OF PROFICIENCY

Peirce students may earn certificates of proficiency in the following areas: Business Administration with a concentration in Business Law; Information Technology with a concentration in Certified Information Systems Security Professional (CISSP®), .NET Programming, Windows Network Operating Systems, or Help Desk Technician; and Paralegal Studies. These certificate programs provide students with the practical training and skills they need for immediate employment.

## OUTCOMES-BASED CURRICULUM

Peirce College offers an outcomes-based curriculum. For each course and for each degree program, faculty members have identified the specific outcomes students are expected to achieve. Course outcomes include the skills, competencies, and knowledge that indicate a student has mastered the subject. Program outcomes, as well as the outcomes of the core curriculum, are collectively and comprehensively demonstrated in the associate degree capstone courses and in capstone courses on the bachelor's level in all concentrations. In order to graduate from the College, each student must demonstrate mastery of those outcomes identified for his/her degree program.

## COURSE DELIVERY OPTIONS

Peirce provides practical, high quality degree programs in an accelerated format. Most three-credit courses are seven weeks in length, meeting once per week, for four hours. Course study is offered in three interchangeable formats: on campus in Center City, Philadelphia, PA; on site at company and community locations throughout the region; and online through distance learning. All three formats use the same professors, curricula, and promote the same learning outcomes. Regardless of the delivery format, all courses have 42 hours of instruction.

For additional information, please visit our website at <http://www.peirce.edu> or contact the Admissions Office at 888.GO.PEIRCE, extension 9000.

# DEGREE PROGRAMS

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## NEW COURSES

ACC 201: Financial Accounting

## COURSE CHANGES

ACC 101: This course now has a prerequisite of completion of a 3-credit college-level math course with a C or above.

ACC 203: This course has a new description. The prerequisite for this course is ACC 201.

ACC 204: This course has a new description.

ACC 222: This course has a new description. The prerequisite for this course is ACC 201.

ACC 301: This course has a new description.

ACC 303: The course title is now Cost Accounting. This course has a new description.

ACC 401: This course has a new description.

ACC 425: This course has a new description. This course now requires a C or above.

BIS 112: The prerequisites for this course are ITN 100 and MAT 102.

BIS 245: This course title is now Using Visual Basic in Application Development I.

BIS 317: The prerequisites for this course are BIS 215 and BIS 224.

BIS 325: The course title is now Using Visual Basic in Application Development II.

CWE 305: This course number has changed to CWE 406.

ENG 202: This course has a new description.

ENG 205: This course has a new description.

FIN 201: This course has a new description. The prerequisite for this course is now ACC 201.

FIN 401: This course has a new description.

HUM 225: This course has a new description.

ISC 310: The prerequisite for this course is now ENG 101.

ISC 320: The prerequisite for this course is now ENG 101.

ISC 350: The prerequisite for this course is now ENG 101.

ISC 410: The prerequisite for this course is now ENG 101.

ISC 420: The prerequisite for this course is now ENG 101.

ISC 430: The prerequisite for this course is now ENG 101.

ISC 440: The prerequisite for this course is now ENG 101.

ITN 200: The course title is now Server Administration.

ITN 300: The prerequisite for this course is now ITN 200.

ITN 350: The course title is now Planning and Maintaining a Network Infrastructure.

ITN 404: The course title is now Network Security and Defense.

ITN 410: The course title is now Administering Active Directory Services.

MAT 213: This course has a new description.

SCI 115: This course has a new description.

SCI 240: This course has a new description.

## RETIRED COURSES

None

## NEW CONCENTRATIONS

None

## RETIRED CONCENTRATIONS

Accounting. Students in the accounting concentration may complete their current course of study or transfer to the Bachelor of Science in Accounting degree. Please consult with your program advisor.

## NEW CERTIFICATES

None

## RETIRED CERTIFICATES

Windows Network Operating System

## MISSION STATEMENT

General Education provides an academic and professional foundation to primarily adult learners by facilitating intellectual discovery, personal and professional growth, academic readiness, and the desire for lifelong learning and success.

## VISION STATEMENT

The General Education faculty established the Core Curriculum in support of Peirce College's Business Administration, Information Technology, and Paralegal Studies programs to strengthen critical, analytical, and quantitative skills with courses in the social sciences, humanities, mathematics, sciences, communication, and the arts.

## GOALS

The program-specific goals of the Core Curriculum are as follows:

- Strengthen students' oral and written communication skills.
- Broaden students' social, political, historical, mathematical, and scientific knowledge.
- Refine students' capacity for critical thinking, analysis, and problem-solving in qualitative and quantitative contexts.
- Prepare students for continued work in their chosen academic fields.
- Enrich students' roles in their communities, families, and professions.
- Expand students' understanding of global interconnectivity.

## CORE CURRICULUM

The purpose of core courses is to expose students to a variety of the crucial building blocks needed in all fields of study. The following courses constitute the Core Curriculum for the associate degree and for the bachelor's degree:

Within the first 61 credits (associate degree)

- 2 English/Communication courses, one of which must be English 101
- 2 Mathematics courses
- 2 Social Science courses
- 1 Humanities/History course
- 1 Science course
- 1 Technology course

During the last 60 credits (bachelor's degree)

- 1 English/Communication course
- 2 Humanities/History courses
- 2 Social Science courses
- 1 Mathematics course
- 1 Science course
- 1 General Education course elective

The following courses make up the social science core: economics, political science, psychology, and sociology. The humanities/history core is made up of humanities and history courses. General Education electives may be selected from any of the Core Curriculum courses listed on pages 6 through 7.

See page 8 to learn about the Core Curriculum Focus for International Studies.

Students should discuss Core Curriculum choices with their Program Advisor. Not all core courses are offered every session. See the 2010–2011 Course Schedule for class offerings.

## 2010–2011 Core Curriculum Courses

### ENGLISH/COMMUNICATION CORE AREA

Course	Name	Prerequisite
COM 112	Effective Speech Communication	
COM 202	Intercultural Communication	C or above in ENG 101
COM 345	Advanced Communication Skills	Two ENG/COM courses, one of which must be ENG 101
ENG 101	English Composition	All students are required to take ENG 101 and earn a C or above
ENG 202	Introduction to Literature	C or above in ENG 101
ENG 205	American Literature	C or above in ENG 101
ENG 219	The Essential Shakespeare	C or above in ENG 101
ENG 330	Contemporary Literature	C or above in ENG 101

### HUMANITIES/HISTORY CORE AREA

Course	Name	Prerequisite
HUM 105	World Religions	
HUM 107	Gender Issues	
HUM 108	Introduction to the African American Experience	
HUM 225	Art and Music of the 20th Century	
HUM 300	The Great Thinkers	
HIS 105	U.S. History I	
HIS 106	U.S. History II	
HIS 250	Global Cultures I	
HIS 260	Global Cultures II	
HIS 320	African Civilizations	

### MATHEMATICS CORE AREA

Course	Name	Prerequisite
MAT 101	Introduction to College Mathematics	
MAT 102	College Algebra	
MAT 105	Probability and Statistics	
MAT 109	Business Statistics I	
MAT 210	Business Statistics II	C or above in MAT 109
MAT 213	Calculus I	C or above in MAT 102
MAT 214	Calculus II	C or above in MAT 213
MAT 230	Symbolic Logic	
MAT 251	Discrete Mathematics	C or above in MAT 102



## GENERAL EDUCATION

### SCIENCE CORE AREA

Course	Name	Prerequisite
SCI 220	The Physical World	
SCI 240	Introduction to Anatomy and Physiology	
SCI 330	Environmental Science	

### SOCIAL SCIENCE CORE AREA

Course	Name	Prerequisite
ECO 101	Macroeconomics	
ECO 102	Microeconomics	
ECO 340	International Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended
ECO 350	Managerial Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended
PSC 101	Introduction to American Government	
PSC 255	Politics of Industrializing Countries	
PSC 301	Comparative Government	
PSY 101	Introduction to Psychology	
PSY 270	Abnormal Psychology	
SOC 101	General Sociology	
SOC 240	Sociology of Behavior and Illness	

### SPANISH LANGUAGE CORE AREA

Course	Name	Prerequisite
SPA 120	Introduction to Spanish	This course may count as either ENG/COM or HUM/HIS

### TECHNOLOGY CORE AREA

Course	Name	Prerequisite
BIS 101	Introduction to Word Processing & the Internet	
BIS 109	Information Searching and Presentation	
BIS 111	Application Software Fundamentals	BIS 101 or BIS 109
BIS 201	Internet Concepts	BIS 101 or BIS 109
MIS 110	Usability Principles and Interaction Design	
MIS 205	Ethical Management of Information Technology	ITN 100
ITN 100	Introduction to Information Technology	

## Core Curriculum Focus for International Studies

### DESCRIPTION AND REQUIREMENTS

#### Description

This Core Curriculum focus is designed for students enrolled in one of Peirce College's degree programs who have an interest in international studies. This focus benefits students in four ways: (1) Many of the Core Curriculum classes needed for a degree program can be completed by focusing on the major topic of International Studies; (2) Students will graduate from Peirce College with an additional distinction, an associate or bachelor's level International Studies Focus acknowledgement on their transcripts; (3) The bachelor's degree students will graduate with 33 credits in International Studies, the equivalent to a minor at many other colleges and universities; and (4) In our globally competitive marketplace, an International Studies Focus designation on a resume and emphasized in discussion during a job interview may be an excellent competitive advantage for job-seekers.

#### Requirements

Requirements include completion of five courses for the associate level Core Curriculum focus and an additional six courses for the bachelor's level, along with an international focus on the capstone project. English 101 is a prerequisite for many of the courses, and students are strongly recommended to complete ENG 101 and BIS 101 or BIS 109 before pursuing the requirements of this Core Curriculum focus. All prerequisite requirements for desired courses must be met. Students should meet with their Program Advisor to discuss prerequisite requirements. INT 101, Introduction to International Business & Cultures, and MKT 305, International Marketing are

among the courses a student may choose to fulfill this option, but these courses are not a requirement of some degree programs. Students choosing these two courses as part of this Core Curriculum Focus may complete a bachelor's degree with more than 121 credits required to graduate.

#### ***Associate Level Core Curriculum Requirements for a Focus for International Studies***

- Choose 2 English/Communication
- Choose 2 Social Science
- Choose 1 Humanities/History

*Participating in the above courses fulfills 5 of the 9 associate degree Core Curriculum requirements.*

#### ***Bachelor's Level Core Curriculum Requirements for a Focus for International Studies***

Must take the 5 courses above PLUS

- Choose 1 English/Communication
- Choose 2 Humanities/History
- Choose 2 Social Science
- Choose 1 General Education

*Participating in the above courses fulfills 6 of the 8 bachelor's degree Core Curriculum requirements.*

*Completion of both the associate and the bachelor's level Core Curriculum requirements for a Focus for International Studies fulfills 11 out of 17 of the Core Curriculum courses in a Bachelor of Science degree.*

## 2010–2011 Core Curriculum Focus for International Studies Courses

<b>HUMANITIES/HISTORY</b>		
<b>Course</b>	<b>Name</b>	<b>Prerequisite</b>
HUM 105	World Religions	
HUM 107	Introduction to Gender Issues	
HUM 108	Introduction to the African American Experience	
HUM 225	Music and Art of the 20th Century	
HUM 300	The Great Thinkers	
HIS 250	Global Cultures I	
HIS 260	Global Cultures II	
HIS 320	African Civilizations	

<b>ENGLISH/COMMUNICATION</b>		
<b>Course</b>	<b>Name</b>	<b>Prerequisite</b>
COM 202	Intercultural Communication	C or above in ENG 101
ENG 202	Introduction to Literature	C or above in ENG 101
ENG 219	The Essential Shakespeare	C or above in ENG 101
ENG 330	Contemporary Literature	C or above in ENG 101

<b>SOCIAL SCIENCES</b>		
<b>Course</b>	<b>Name</b>	<b>Prerequisite</b>
PSC 255	Politics of Industrializing Countries	
PSC 301	Comparative Government	
ECO 101	Macroeconomics	
ECO 102	Microeconomics	
ECO 340	International Economics	C or above in ECO 101 and ECO 102; MAT 102, MAT 109, MAT 210 recommended

<b>SCIENCE</b>		
<b>Course</b>	<b>Name</b>	<b>Prerequisite</b>
SCI 330	Environmental Science	

# GENERAL EDUCATION

## 2010-2011 Core Curriculum Focus for International Studies Courses

### SPANISH LANGUAGE CORE AREA

Course	Name	Prerequisite
SPA 120	Introduction to Spanish	This course may count as either ENG/COM or HUM/HIS

### OTHER COURSES

Course	Name	Prerequisite
INT 101	Introduction to International Business & Cultures	C or above in BUS 100
MKT 305	International Marketing	C or above in MKT 101

## PROGRAM DESCRIPTION

The Peirce College Bachelor of Science in Accounting degree program will prepare students for employment in accounting firms, businesses, non-profits, and government. Technical competence and critical thinking skills obtained in this program can lead to a challenging and exciting career in public or private accounting. Graduates from this accounting major will be well prepared for graduate study in accounting, business, and finance.

## GOAL STATEMENT

The goal of the Bachelor of Science in Accounting degree program is to prepare Peirce College graduates for employment as successful and effective accounting professionals in the competitive, global business community.

Students in the accounting program will be able to:

1. Apply theory and method in the field and engage in research on accounting topics .
2. Translate a complex accounting problem into a coherent written statement and oral presentation as well as use technology to promote conclusions.
3. Comprehend how business and accounting processes work as well as obtain, integrate, and leverage relevant knowledge in order to deliver sound decisions that significantly enhances business success.
4. Accomplish group tasks through the use of team building, collaborative behaviors, and project management.
5. Select and apply appropriate quantitative and qualitative tools and methodologies to make reasoned recommendations.
6. Recognize and analyze problems and choose and defend resolutions for practical situations that occur in the accounting field.
7. Recognize ethical issues in economic competition, organizational management, and community participation.
8. Achieve employment in their chosen field.

# ACCOUNTING

<b>General Education/Program Requirements:</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>3 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
COM345	Advanced Comm Skills
<b>3 Mathematics courses:</b>	
MAT	
	(Recommended MAT101)
MAT 109	Business Statistics I*
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>4 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
SOC SCI	
SOC SCI	
(select 300 level Soc Sci Course choose PSC301, ECO340 or ECO350)	
<b>3 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
( 300 level Hum/His choose HIS320 or HUM300)	
HUM/HIS	
( 300 level Hum/His choose HIS320 or HUM300)	
<b>2 Science courses:</b>	
SCI	
SCI	
(Select 300 level Science Course)	
<b>1 General Education Elective:</b>	
Gen Ed	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS109 if familiar with MS WORD & Internet)	

\* A Grade of "C" or above is required in this course

\*\* A Grade of "B-" or above is required in this course

+ Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# ACCOUNTING

<b>Accounting and Auditing Requirements:</b>	
ACC 101	Accounting Principles I**
(Prerequisite: Completion of a 3-credit college level math course*)	
<b>Grade of B- or above required</b>	
ACC 201	Financial Accounting**
(Prerequisite: ACC 101)	
<b>Grade of B- or above required</b>	
ACC 203	Intermediate Accounting I*
(Prerequisite: ACC 201)	
ACC 204	Intermediate Accounting II*
(Prerequisite: ACC203)	
ACC 222	Managerial Accounting*
(Prerequisite: ACC 201)	
ACC 301	Auditing*
(Prerequisite: ACC 204)	
ACC 303	Cost Accounting*
(Prerequisite ACC 204)	
ACC 304	Computerized Accounting*
(Prerequisite: ACC 204)	
ACC 325	Taxation*
(Prerequisite: ACC204)	
ACC 410	Gov't & Non-Profit Account.*
(Prerequisite: ACC204)	
ACC 425	Special Topics-Accounting*
(Prerequisites: ACC204, ACC222, ACC304, and ACC325. )	

\* A Grade of "C" or above is required in this course

\*\* A Grade of "B-" or above is required in this course

# ACCOUNTING

<b>Business and Management Requirements:</b>	
BUS 100	Introduction to Business
LAW 103	Business Law
MKT101	Introduction to Marketing*
MGT210	Applied MGT Concepts*
(Prerequisite: BUS100)	
HRM 301	Human Resource Mgmt*
(Prerequisite: MGT210)	
MGT 310	Ethical Leadership
(Prerequisite: MGT210)	
MGT 404	Operations Management*
(Prerequisites: MGT210 & MAT210)	
BUS 450	Policy & Strategy Form*
(Prerequisites: MGT210, FIN401 and MGT404)	
BUS ELEC	
(300 or 400 Level BUS elective required)	

<b>Finance Requirements:</b>	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
FIN 401	Financial Analysis*
(Prerequisite: FIN201)	
Choice of:	
CWE 406	ACC Co-op Work Edu
(Prerequisite: CWE099)	
	<b>OR</b>
ACC 401	Advanced Accounting*
(Prerequisite: ACC204)	
Students who plan to meet the 36 credit hour requirement for the CPA exam must take ACC401.	



# BUSINESS ADMINISTRATION PROGRAM

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## MISSION STATEMENT

The Business Administration program responds to the dynamic demands of today's business environment by teaching students the critical thinking and problem solving skills they will need to assume leadership roles at work and in the community.

## VISION STATEMENT

After obtaining a Business Administration degree with concentrations in Accounting, Business Law, Entrepreneurship/Small Business Management, Human Resource Management, Management, Marketing, Professional Studies, or Real Estate Management, Peirce College graduates will be equipped to become effective leaders and managers in the competitive, global business community. The Business Administration Program provides a premier education in which students develop a strong knowledge base, learn to think critically, and to apply practical problem solving skills. In our comprehensive curriculum, students will translate theoretical concepts into the practical solutions needed to address business problems in the field.

## GOALS

In the Business Administration program, our primary goal is to prepare students for successful, rewarding careers in business. Students in the Business Administration Program will be able to:

1. Conceptualize a complex business issue into a coherent written statement and oral presentation.
2. Comprehend core business disciplines including accounting, finance, management, and marketing, and be able to apply this understanding to business situations.
3. Understand and be able to use team building, collaborative behaviors, and project management in the accomplishment of group tasks.
4. Select and apply appropriate quantitative and qualitative tools and methodologies to make reasoned recommendations.
5. Recognize and analyze problems and choose and defend resolutions for practical situations that occur in businesses operating within a global economy.
6. Appreciate ethical issues in economic competition, managing organizations, and participating in the community.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration

This program provides a strong foundation for students who desire a working knowledge of legal and business terminology and topics. Graduates from this program move into support level positions in a variety of industries.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

### CONCENTRATION IN BUSINESS LAW

<b>Core/Peirce Requirements</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT 109	Business Statistics I*
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN BUSINESS LAW

<b>Business Requirements</b>	
BUS 100	Introduction to Business
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
LAW 120	Legal Res for Business*
(Prerequisite: ENG 101)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
LAW 125	Legal Writing for Business*
(Prerequisite: ENG 101)	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
MKT 101	Introduction to Marketing*
LAW 103	Business Law
PLG 209	Business Organizations
(Prerequisite: all 100-level concentration courses)	
PLG 205	Real Estate Law
<b>OR</b>	<b>OR</b>
PLG 210	Bankruptcy Law
(Prerequisite: all 100-level concentration courses)	
BUS 250	AS Business Capstone*
(Prerequisites: BUS 100, ACC 101, ACC 201, ECO 101, ECO 102, & MKT 101)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

The bachelor's level Business Law concentration can add career potential to graduates' resumes. This powerful course of study is perfect for those aspiring to corporate management positions. Graduates are prepared with extensive knowledge of business and legal topics that can immediately be applied to the workplace, i.e. contract discussions and executions, vendor relationships, and more. For those who want

to pursue a career as an attorney, this program provides a strong and effective foundation for law school. An optional internship program adds practical experience and job networking opportunities.

Graduates can enhance their business career options with the Business Law concentration.

### CONCENTRATION IN BUSINESS LAW

#### Business Prerequisites

PRC 101	ECO 101	BUS 100	ACC 201	FIN 201
BIS 101+	ECO 102	MKT 101	LAW 120	BUS 250
ENG 101	HUM/HIS	LAW 103	PLG 209	PLG 205 or
MAT 109	SCI	ACC 101	LAW 125	PLG 210

Core/Peirce Requirements	
<b>1 English/Communication courses:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN BUSINESS LAW

Business Requirements	
HRM 301 (Prerequisite: BUS 250)	Human Resource Mgmt*
MGT 310 (Prerequisite: BUS 250)	Ethical Leadership
HRM 306 (Prerequisite: HRM 301)	Managing Employment Law in Business
ACC 222 (Prerequisite: ACC 201)	Managerial Accounting*
MKT 401 (Prerequisite: MKT 101)	Marketing Management
FIN 401 (Prerequisite: FIN 201)	Financial Analysis*
MGT 404 (Prerequisites: BUS 250 & MAT 210)	Operations Management*
PLG 308 (Prerequisite: all 100-level core courses)	Workers Compensation
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
BUS 450 (Prerequisite: BUS 250, FIN 401, & MGT 404)	Policy & Strategy Form*
LAW 425 (Prerequisite: all required LAW & PLG courses, MGT 310, MGT 404, & HRM 306-completed or concurrently enrolled)	Special Topics-Bus Law*
<b>1 Open Elective (3-credit):</b>	
ELEC	
<b>Choice of:</b>	
CWE 310 A3	Cooperative Work Education
<b>OR</b>	<b>OR</b>
PLG 417 (Prerequisite: all required 100-level core courses)	Contract Law

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Certificate of Proficiency in Business Administration

Prerequisite: A Bachelor of Science or Bachelor of Arts from an accredited college in a business subject.

The Certificate of Proficiency in Business Administration, concentration in Business Law, is designed for the student who has already completed a business-related bachelor's degree

from an accredited college. This intensive program of study equips students with knowledge of the legal and regulatory aspects of business. This post-baccalaureate certificate can serve as the ideal preparation and foundation for pre-law school study because it exposes students to many of the topics and issues examined in the law school environment.

### CONCENTRATION IN BUSINESS LAW

Certificate of Proficiency Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>9 Business Law Courses:</b>	
LAW 103	Business Law
LAW 120	Legal Research for Business Majors*
(Prerequisite: ENG 101)^	
LAW 125	Legal Writing for Business Majors*
(Prerequisite: ENG 101)^	
HRM 306	Managing Employment Law in Business
(Prerequisite: HRM 301)	
PLG 205	Real Estate Law
(Prerequisite: all 100-level concentration courses)	
PLG 209	Business Organizations
(Prerequisite: all 100-level concentration courses)	
PLG 210	Bankruptcy Law
(Prerequisite: all 100-level concentration courses)	
PLG 308	Workers Compensation
(Prerequisite: all 100-level concentration courses)	
PLG 417	Contract Law
(Prerequisite: all 100-level concentration courses)	
LAW 425	Special Topics in Business Law*
(Prerequisites: all required LAW & PLG courses, MGT 304, MGT 404, HRM 306 must be completed or concurrently enrolled)^	

\* A Grade of "C" or above is required in this course.

^ Certificate of Proficiency students may satisfy the ENG 101 prerequisite by demonstrating that they successfully completed the course or an equivalent in their bachelor's degree program.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration

The associate degree in Business Administration with a concentration in Entrepreneurship/Small Business Management can help graduates start their own business or progress in the small business workplace. With interesting and useful courses covering the basics of business, like finance and

marketing, students will be able to apply the knowledge gained in Peirce classes on the job immediately.

Most associate degree students at Peirce move on to a bachelor's degree program of study.

### CONCENTRATION IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Recommended MAT 101)
MAT 109	Business Statistics I*
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

<b>Business Requirements</b>	
BUS 100	Introduction to Business
MKT 101	Introduction to Marketing*
ENT 200	Intro to Entrepreneurship*
(Prerequisite: BUS 100)	
LAW 103	Business Law
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
ENT 225	Accounting, Finance, and Tax for Small Businesses
(Prerequisite: ACC 201)	
ACC 222	Managerial Accounting*
(Prerequisite: ACC 201)	
ENT 280	Entrepreneurial Marketing*
(Prerequisite: MKT 101)	
BUS 250	AS Business Capstone*
(Prerequisites: BUS 100, ACC 101, ACC 201, ECO 101, ECO 102, & MKT 101)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

The bachelor's level Business Administration degree concentration in Entrepreneurship/Small Business Management will equip students with the skills necessary for success. This concentration has a strong foundation in business basics like finance and marketing and has an emphasis on the entrepreneur's and small business owner's unique challenges.

Students will learn the techniques necessary for a successful start up, including capitalization, business plan development, competitive intelligence gathering, launch plans, and more. Students will learn the key success factors from experienced faculty who have owned or managed small businesses.

### CONCENTRATION IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

#### Business Prerequisites

PRC 101	ECO 101	MKT 101	ACC 222	FIN 201
BIS 101+	ECO 102	LAW 103	ENT 225	BUS 250
ENG 101	SCI	ACC 101	ENT 280	HUM/HIS
MAT 109	BUS 100	ACC 201	ENT 200	

Core/Peirce Requirements	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

<b>Business Requirements</b>	
HRM 301 (Prerequisite: BUS 250)	Human Resource Mgmt*
MGT 310 (Prerequisite: BUS 250 or MGT 210)	Ethical Leadership
MKT 401 (Prerequisite: MKT 101)	Marketing Management
FIN 401 (Prerequisite: FIN 201)	Financial Analysis*
MGT 404 (Prerequisites: BUS 250 & MAT 210)	Operations Management*
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
ENT 425 (Prerequisites: ENT 200 & ENT 225)	Special Topics-ENT*
ENT 401 (Prerequisites: ENT 200 & ENT 225)	ENT Strategy & Tactic*
BUS 450 (Prerequisites: BUS 250, FIN 401, & MGT 404)	Policy & Strategy Form*
<b>3 Open Electives (3-credits each):</b>	
ELEC	(Recommended: BIS 111)
ELEC	
ELEC	
<b>Choice of:</b>	
CWE 304 A3	Cooperative Work Education
<b>OR</b>	
ELEC	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration

The associate level Human Resource Management concentration prepares graduates for an entry-level position in the field. With practical courses offering the basics such as recruitment, personnel planning and benefits, students will be able to apply

the knowledge gained in Peirce classes on the job immediately.

Most associate degree graduates at Peirce move on to a bachelor's degree program of study.

### CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

<b>Core/Peirce Requirements</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT 109	Business Statistics I*
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

<b>Business Requirements</b>	
BUS 100	Introduction to Business
MKT 101	Introduction to Marketing*
HRM 270	Employee Recruit & Selection
(Prerequisite: BUS 250)	
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
LAW 103	Business Law
HRM 280	Labor Relations
(Prerequisite: BUS 250)	
ACC 222	Managerial Accounting*
(Prerequisite: ACC 201)	
HRM 290	Compensation Management*
(Prerequisite: BUS 250)	
BUS 250	AS Business Capstone*
(Prerequisite: BUS 100, ACC 101, ACC 201, ECO 101, ECO 102, & MKT 101)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

Peirce students in Human Resource Management learn the critical thinking, problem solving, and strategic development skills required of the 21st century HR professionals, who are challenged to be business advisers, inspirational leaders, and consultants. Graduates of this program will learn how to use business knowledge to maximize talent pool effectiveness.

Achieving a bachelor's degree in this concentration, coupled with work experience, can assist graduates in pursuing the professional HR certification from the Society for Human Resource Management (SHRM).

### CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

#### Business Prerequisites

PRC 101	ECO 101	MKT 101	ACC 222	HRM 270
BIS 101+	ECO 102	LAW 103	FIN 201	HRM 290
ENG 101	SCI	ACC 101	BUS 250	HUM/HIS
MAT 109	BUS 100	ACC 201	HRM 280	

Core/Peirce Requirements	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

<b>Business Requirements</b>	
HRM 301 (Prerequisite: BUS 250)	Human Resource Mgmt*
HRM 310 (Prerequisite: HRM 301)	Training Dev & Design*
MGT 310 (Prerequisite: BUS 250)	Ethical Leadership
MKT 401 (Prerequisite: MKT 101)	Marketing Management
FIN 401 (Prerequisite: FIN 201)	Financial Analysis*
MGT 404 (Prerequisites: BUS 250 & MAT 210)	Operations Management*
CWE 099 Required only if planning Co-op	Pre-Co-op Workshops
HRM 425 (Prerequisite: HRM 301)	Special Topics-HRM*
HRM 401 (Prerequisite: HRM 301)	Employee Benefits*
BUS 450 (Prerequisites: BUS 250, FIN 401, MGT 404)	Policy & Strategy Form*
<b>2 Open Electives (3-credits each):</b>	
ELEC	
ELEC	
<b>Choice of:</b>	
CWE 304 A3	Cooperative Work Education
<b>OR</b>	
HRM 306 (Prerequisite: HRM 301)	Managing Employment Law in Business

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration

This program offers a basic foundation in economics and business operations that will help graduates develop as leaders. With practical experience an important part of the Peirce educational model, students will quickly be able to apply classroom experience to the workplace.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

### CONCENTRATION IN MANAGEMENT

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT 109	Business Statistics I*
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN MANAGEMENT

<b>Business Requirements</b>	
MKT 101	Introduction to Marketing*
BUS 100	Introduction to Business
LAW 103	Business Law
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
CWE 098	Pre-Co-op Workshops Required only if planning Co-op
ACC 222	Managerial Accounting
(Prerequisite: ACC 201)	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
BUS 250	AS Business Capstone*
(Prerequisites: BUS 100, ACC 101, ACC 201, ECO 101, ECO 102, & MKT 101)	
<b>2 Open Electives:</b>	
ELEC	(Recommended: BIS 111)
ELEC	
<b>Choice of:</b>	
CWE 104 A3	Cooperative Work Education
<b>OR</b>	
ELEC	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

This concentration will help students develop the skills necessary to recognize, recruit, and manage talent; understand and construct effective organizations; and implement the company's vision and mission. Courses cover state-of-the art

management techniques, leadership dynamics and team building, business ethics, and more. Equipped with critical thinking skills and strategic insight, graduates will be assets to employers who desire forward-thinking management.

### CONCENTRATION IN MANAGEMENT

#### Business Prerequisites

PRC 101	ECO 101	LAW 103	FIN 201
BIS 101	ECO 102	ACC 101	BUS 250
ENG 101	BUS 100	ACC 201	HUM/HIS
MAT 109	MKT 101	ACC 222	SCI

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

\* A Grade of "C" or above is required in this course.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration (*Continued*)

### CONCENTRATION IN MANAGEMENT

<b>Business Requirements</b>	
HRM 301 (Prerequisite: BUS 250)	Human Resource Mgmt*
MGT 310 (Prerequisite: BUS 250)	Ethical Leadership
MKT 401 (Prerequisite: MKT 101)	Marketing Management
FIN 401 (Prerequisite: FIN 201)	Financial Analysis*
MGT 404 (Prerequisites: BUS 250 & MAT 210)	Operations Management*
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
MGT 425 (Prerequisites: MGT 310 & HRM 301)	Special Topics in Mgmt*
BUS 450 (Prerequisites: BUS 250, FIN 401, & MGT 404)	Policy & Strategy Form*
<b>Choice of:</b>	
CWE 304 A3	Cooperative Work Education
<b>OR</b>	
ELEC	
<b>4 Open Electives (3-credits each):</b>	
ELEC	
ELEC	
ELEC	
ELEC	

\* A Grade of "C" or above is required in this course.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration

Students who have an interest in marketing and its specialties like advertising, promotions, public relations, and marketing research, the associate degree in Business Administration with a concentration in Marketing is the ideal choice. This program equips graduates to embark on marketing careers.

Peirce associate degree graduates usually pursue the bachelor's degree, as a strong foundation for future success in this field.

### CONCENTRATION IN MARKETING

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT 109	Business Statistics I*
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
BIS 101 +	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Associate in Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN MARKETING

<b>Business Requirements</b>	
MKT 101	Introduction to Marketing*
MKT 204	Advertising Principles
(Prerequisite: MKT 101)	
BUS 100	Introduction to Business
MKT 201	Selling Strategies
(Prerequisite: MKT 101)	
LAW 103	Business Law
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
MKT 202	Consumer Behavior
(Prerequisite: MKT 101)	
FIN 201	Introduction to Finance*
(Prerequisite: ACC 201)	
MKT 208	Internet Marketing
(Prerequisite: MKT 101)	
BUS 250	AS Business Capstone*
Prerequisites: BUS 100, ACC 201, ECO 101, ECO 102, and MKT 101)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

With a Peirce business degree and a concentration in Marketing, graduates can pursue career-track positions in marketing management, advertising, promotions, and public relations. As companies become more competitive in the global business arena, finely honed marketing skills are in great

demand. With courses that help develop critical thinking and strategic planning capabilities, the Peirce Marketing concentration will equip graduates with the knowledge and practical insight that employers desire.

### CONCENTRATION IN MARKETING

#### Business Prerequisites

PRC 101	ECO 101	LAW 103	MKT 201	HUM/HIS
BIS 101+	ECO 102	ACC 101	MKT 202	SCI
ENG 101	BUS 100	ACC 201	MKT 204	
MAT 109	MKT 101	FIN 201	BUS 250	

Core/Peirce Requirements	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

\* A Grade of "C" or above is required in this course.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN MARKETING

<b>Business Requirements</b>	
HRM 301 (Prerequisite: BUS 250)	Human Resource Mgmt*
MGT 310 (Prerequisite: BUS 250)	Ethical Leadership
ACC 222 (Prerequisite: ACC 201)	Managerial Accounting*
MKT 401 (Prerequisite: MKT 101)	Marketing Management
FIN 401 (Prerequisite: FIN 201)	Financial Analysis*
MGT 404 (Prerequisites: BUS 250 & MAT 210)	Operations Management*
MKT 301 (Prerequisite: MKT 101)	Marketing Research
MKT 305 (Prerequisite: MKT 101)	International Marketing
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
BUS 450 (Prerequisites: BUS 250, FIN 401, & MGT 404)	Policy & Strategy Form*
MKT 425 Prerequisites: MKT 101, MKT 305, & BUS 250)	Special Topics in Marketing*
<b>1 Open Elective:</b>	
ELEC	
<b>Choice of:</b>	
CWE 306 A3	Cooperative Work Education
<b>OR</b>	<b>OR</b>
MKT 308 (Prerequisite: MKT 101)	Customer Relationship Mgmt

\* A Grade of "C" or above is required in this course.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

This program offers a balanced combination of general studies, theoretical concepts and business foundation courses. It is best suited for students who have a base of 30 credits or more. Free electives allow students the flexibility to apply prior learning and work experience toward completing their degree.

Graduates from the program will typically move into management and administrative positions across a wide spectrum of business, and be able to apply the critical-thinking and problem-solving skills gained from the program to advance their careers.

### CONCENTRATION IN PROFESSIONAL STUDIES

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>3 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
ENG/COM	
<b>3 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT	
MAT 105	Probability and Statistics
<b>4 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
SOC SCI	
SOC SCI	
<b>3 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
HUM/HIS	
<b>2 Science courses:</b>	
SCI	
SCI	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN PROFESSIONAL STUDIES

<b>Core/Peirce Requirements</b>	
<b>1 General Education course:</b>	
GEN ED	
<b>3 Technology courses:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	
ITN 100	Introduction to Info Tech
MIS 205 Prerequisite: ITN 100)	Ethical Management of IT
<b>8 Open Electives (Total of 24 Credits):</b>	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>Choice of:</b>	
CWE 304 A3	Cooperative Work Education
<b>OR</b>	
ELEC	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



## BUSINESS ADMINISTRATION PROGRAM

### Bachelor of Science Degree in Business Administration (*Continued*)

#### CONCENTRATION IN PROFESSIONAL STUDIES

Business Requirements	
MKT 101	Introduction to Marketing*
BUS 100	Introduction to Business
LAW 103	Business Law
ACC 105	Accounting and Finance for Non-Financial Managers*
MGT 210	Applied Management Concepts*
(Prerequisite: BUS 100)	
MGT 204	Production and Operation Analysis
(Prerequisite: BUS 100)	
MGT 306	Organizational Dynamics*
(Prerequisite: MGT 210)	
MGT 310	Ethical Leadership
(Prerequisite: MGT 210)	
HRM 301	Human Resource Management*
(Prerequisite: MGT 210)	
HRM 306	Managing Employment Law in Business
(Prerequisite: HRM 301)	
MGT 405	Strategic Management*
(Prerequisites: MGT 210, MGT 306 & HRM 301)	
MGT 425	Special Topics in Management*
(Prerequisites: HRM 301, MGT 310 & MGT 210)	
BUS 440	Applied Business Research
(Prerequisites: ACC 105, MAT 105 & HRM 306)	

\* A Grade of "C" or above is required in this course.

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration

This unique concentration offered in partnership with the Institute of Real Estate Management (IREM®) equips students with the skills necessary to succeed in this competitive field. Students must understand and meet specific requirements related to this concentration, please consult with your enrollment representative or program advisor.

The degree program is ideal for students who have earned their Certified Property Manager® (CPM®) designation or are planning to complete their CPM. CPMs can apply thirty credits from this designation to the achievement of a bachelor's degree. Those who have not yet completed the CPM program can study for the bachelor's degree and CPM simultaneously. IREM credits seamlessly transfer to expedite bachelor's degree completion.

### CONCENTRATION IN REAL ESTATE MANAGEMENT

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>3 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
ENG/COM	
<b>3 Mathematics courses:</b>	
MAT	(Recommended: MAT 101)
MAT 109	Business Statistics I*
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>4 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
SOC SCI	
SOC SCI	
<b>3 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
HUM/HIS	
<b>2 Science courses:</b>	
SCI	
SCI	

\* A Grade of "C" or above is required in this course.

^Requirement to be met by courses taken at IREM as defined in the Peirce College/IREM Articulation Agreement.

Please consult with your program advisor for a list of core curriculum, electives and Peirce College/IREM Articulation Agreement.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration *(Continued)*

### CONCENTRATION IN REAL ESTATE MANAGEMENT

<b>Core/Peirce Requirements</b>	
<b>1 General Education course:</b>	
GEN ED	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS 109 if familiar with MS Word & Internet)	
<b>Free Electives (Total of 24 Credits): This bachelor's program allows 8 (3-credit) electives. Please consult with your Program Advisor and/or Enrollment Representative.</b>	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	
ELEC	

<b>Business Requirements</b>	
BUS 100 <sup>^</sup>	Introduction to Business
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
ACC 201	Financial Accounting*
(Prerequisite: ACC 101)	
ACC 222	Managerial Accounting
(Prerequisite: ACC 201)	
LAW 103	Business Law
MKT 101 <sup>^</sup>	Introduction to MKT*
FIN 201 <sup>^</sup>	Introduction to Finance*
(Prerequisite: ACC 201)	
MGT 210	Applied Management Concepts*
(Prerequisite: BUS 100)	

\* A Grade of "C" or above is required in this course.

<sup>^</sup>Requirement to be met by courses taken at IREM as defined in the Peirce College/IREM Articulation Agreement.

Please consult with your program advisor for a list of core curriculum, electives and Peirce College/IREM Articulation Agreement.

# BUSINESS ADMINISTRATION PROGRAM

## Bachelor of Science Degree in Business Administration (Continued)

### CONCENTRATION IN REAL ESTATE MANAGEMENT

Business Requirements	
HRM 301^ (Prerequisite: MGT 210)	Human Resource Mgmt*
MGT 310 (Prerequisite: MGT 210)	Ethical Leadership
MKT 401^ (Prerequisite: MKT 101)	Marketing Management
FIN 401^ (Prerequisite: FIN 201)	Financial Analysis*
MGT 404^ (Prerequisite: MGT 210 & MAT 210)	Operations Management*
BUS 450 (Prerequisite: MGT 210, FIN 401 & MGT 404)	Policy & Strategy Form*
MGT425^ (Prerequisite MGT 310 & HRM 301)	Special Topics-MGT*

\* A Grade of "C" or above is required in this course.

^Requirement to be met by courses taken at IREM as defined in the Peirce College/IREM Articulation Agreement.

Please consult with your program advisor for a list of core curriculum, electives and Peirce College/IREM Articulation Agreement.

## PROGRAM DESCRIPTION

Health Information Technology is the discipline of managing Health Data, Health Statistics, Quality Management, Organization and Delivery, Information Technology and Systems, and Organizational Resources. The HIT Program at Peirce College will prepare the student to enter the healthcare field with the necessary Knowledge Clusters and Entry Level Competencies as outlined in the Curriculum Model from the American Health Information Management Association (AHIMA) and to sit for the Registered Health Information Technician (RHIT) exam. This rigorous process of learning will enable the student to translate basic theory into practice. Upon successful completion of this program, the HIT graduate will be able to enter the workforce with the skill sets necessary to obtain a meaningful position in the Health Information Department and across the continuum of care in areas such as physician practices, outpatient departments, insurance companies, external coding services, clinics, nursing homes, home health agencies, long term care, Long Term Acute Care (LTAC) facilities, inpatient rehabilitation, data management, quality management, cancer registry, and other related fields in Health Information Management. In addition, the Peirce HIT graduate will have the necessary academic preparation for professional growth into supervisory and other leadership roles in the Health Information Management field.

## PROGRAM GOALS

In the Health Information Technology program, Peirce College will prepare the student to handle the dynamic healthcare environment as it is influenced by many internal and external forces. Students in the Health Information Technology program will be able to:

1. Collect, maintain, analyze, validate, and apply policies and procedures to ensure the accuracy and timeliness of the healthcare data.
2. Apply policy and procedures to the documentation process to maintain accuracy and completeness of the patient record.
3. Ensure accuracy when applying diagnosis/procedure codes using ICD-9-CM and CPT/HCPCS codes and validate the coding accuracy with the documentation in the patient record.
4. Abstract, maintain, compute, and interpret healthcare statistics.
5. Interpret all current laws and applicable policies and procedures to comply with the dynamic payment systems and effectively respond to their information needs.
6. Apply current policies and procedures for release of personal health information to authorized requestors.
7. Use technology, hardware and software in the process of planning, designing, and completing HIM functions including managing data security, storage, and retrieval.
8. Foster a team environment by organizing, participating, and conducting training and department committee groups.
9. Work with management and give recommendations for departmental budgets, monitor variable expenses within the department, and support the revenue cycle process.
10. Exhibit appropriate characteristics, ethical behavior, and growth as a professional RHIT in the Health Information Management field.

## VIRTUAL LAB TECH REQUIREMENTS

Virtual Lab system requirements for individual users' PCs (subject to change). All of the Virtual Lab Applications are hosted and maintained by the Virtual Lab and/or its vendors.

## SOFTWARE:

In the Health Information Technology program, Peirce College will prepare the student to handle the dynamic healthcare environment as it is influenced by many internal and external forces. Students in the Health Information Technology program will be able to:

- Only Microsoft Windows 2000, XP, Vista are supported (Microsoft Windows 7 Operating System has not been officially certified for the Virtual Lab. However in limited testing Windows 7 has performed well in the Virtual Lab) Mac OSX is not supported.
- Broadband High Speed Internet Access: Cable or DSL
- Internet Explorer 7: (You can use Firefox 3.0 but it requires special add on's. Your IT staff can contact us for Firefox configuration)
- Internet Explorer 8 works under compatibility mode but not officially supported by Vlab until further notice
- ActiveX enabled
- JavaScript enabled (typically enabled by default)

- Able to accept browser cookies (typically enabled by default)
- Adobe Acrobat Reader version 6.0 or higher (a free plug-in for viewing .PDF files)
- Macromedia Flash Player (a free plug-in for viewing Macromedia Flash movies)
- Java Runtime (a free plug-in for viewing downloaded applets)
- Windows media player (installed by default on PCs but some places have them disabled)
- Citrix 10.1 (Citrix-Presentation Server Client Package to be used for Cerner EHR)
- Microsoft .NET Framework 2.0

## HARDWARE:

- 1Ghz Intel or AMD processor (minimum)
- 1 GB of RAM (minimum)
- The Lab is best viewed at a screen resolution of 1024 x 768. Otherwise you may experience clipping or pixilated content
- CD-ROM
- USB ports
- Firewall (Connecting to the lab requires that you have port 443 open. Please see your network administrator for assistance)

For the most updated requirements, please visit <http://www.ahima.org/schools/vlab/tech.aspx>

# HEALTH INFORMATION TECHNOLOGY (HIT)

<b>Core/Peirce Requirements:</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
COM 112	Effective Speech Communication
<b>2 Mathematics courses:</b>	
MAT 101	Intro to College Math
MAT 215*	Statistics for Healthcare*
(Prerequisites: MAT101, HIT 101, and HIT125 must be completed or concurrently enrolled)	
<b>2 Social Science courses:</b>	
PSY 101	Intro to Psychology
SOC 240	Soc of Behavior and Illness
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>2 Science courses:</b>	
SCI 240	Intro to Anatomy and Physiology
SCI 250*	Anatomy and Physiology II*
(Prerequisite: SCI 240)	
<b>1 Technology course:</b>	
BIS 109	Info Searching and Presentation

\* A Grade of "C" or above is required in this course

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

## HEALTH INFORMATION TECHNOLOGY (HIT)

Health Information Technology Requirements:	
HIT 101*	Introduction to HIT*
(Prerequisite: AHIMA Membership)	
HIT 125*	Medical Terminology*
(Prerequisite: AHIMA Membership)	
HIT 218	Healthcare Reimbursement
(Prerequisite: HIT 101)	
HIT 297	HIT Professional Practice Wkshp
(Prerequisite: 30 credits completed)	
HCA 210	Healthcare Delivery in the US
(Prerequisite: AHIMA Membership)	
HIT 220*	ICD-9-CM Coding*
(Prerequisites: SCI 250, HIT 101, HIT125, & BIS109)	
HIT 215	Legal Aspects of Health Info
(Prerequisites: COM 112 & HIT 101)	
HIT 298	Professional Practice I
(Prerequisites: HIT 101 & HIT297)	
HIT 250	Quality/Perform Imprv in HIM
(Prerequisites: HIT101, SOC 240; and MAT 215 must be completed or concurrently enrolled)	
HIT 299*	Professional Practice II*
(Prerequisites: HIT218 and HIT250 must be completed or concurrently enrolled, HIT298, & approval of healthcare site.	
HIT 225*	CPT/Outpatient Coding*
(Prerequisites: SCI 250, HIT 101, HIT 125, & BIS 109)	

\* A Grade of "C" or above is required in this course

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



## PROGRAM DESCRIPTION

The Peirce College Bachelor of Science in Healthcare Administration degree program will prepare students for employment in administrative and managerial positions in hospitals, clinics, managed care organizations, health insurance companies, health marketing firms, non-profit community-related organizations and associations, government agencies (local, state, and federal), law firms focused on healthcare issues, and other healthcare regulatory bodies. In addition, the program will prepare each student to successfully demonstrate comprehensive knowledge of external influences on ethics for healthcare management including risk management, facility planning, healthcare privacy and security, basic coding and auditing, and data management through credentialing methods from various organizations such as the American Health Information Management Association (AHIMA).

## PROGRAM GOALS

Graduates of the Healthcare Administration program will be able to:

1. Develop, plan, and manage healthcare operations and services within healthcare facilities and systems.
2. Apply theory and methodology of sound business, human resources, and financial management.
3. Utilize principles of healthcare marketing and communication in a variety of settings.
4. Adapt to new policies and procedures to be in compliance with health-related laws, regulations, and applications pertinent to specific types of healthcare services.
5. Synthesize a complex healthcare administration problem into a coherent written statement and oral presentation as well as use technology to promote conclusions.
6. Understand and be able to use team building, collaborative behaviors, and project management in the accomplishment of group tasks.
7. Select and apply appropriate quantitative and qualitative tools and methodologies to make reasoned recommendations.
8. Recognize and analyze problems that occur in the healthcare field.
9. Choose and defend resolutions for practical situations that occur in the healthcare field.
10. Recognize ethical issues and apply sound ethical principles in economic competition, managing healthcare organizations, and in the use of healthcare resources.
11. Achieve employment in their chosen field.
12. Analyze contemporary healthcare policy issues and challenges for application in various healthcare settings.
13. Apply sound quality management principles to healthcare administration.

## VIRTUAL LAB TECH REQUIREMENTS

Virtual Lab system requirements for individual users' PCs (subject to change). All of the Virtual Lab Applications are hosted and maintained by the Virtual Lab and/or its vendors.

### SOFTWARE:

In the Health Information Technology program, Peirce College will prepare the student to handle the dynamic healthcare environment as it is influenced by many internal and external forces. Students in the Health Information Technology program will be able to:

- Only Microsoft Windows 2000, XP, Vista are supported (Microsoft Windows 7 Operating System has not been officially certified for the Virtual Lab. However in limited testing Windows 7 has performed well in the Virtual Lab) Mac OSX is not supported.
- Broadband High Speed Internet Access: Cable or DSL
- Internet Explorer 7: (You can use Firefox 3.0 but it requires special add on's. Your IT staff can contact us for Firefox configuration)
- Internet Explorer 8 works under compatibility mode but not officially supported by Vlab until further notice
- ActiveX enabled
- JavaScript enabled (typically enabled by default)
- Able to accept browser cookies (typically enabled by default)

- Adobe Acrobat Reader version 6.0 or higher (a free plug-in for viewing .PDF files)
- Macromedia Flash Player (a free plug-in for viewing Macromedia Flash movies)
- Java Runtime (a free plug-in for viewing downloaded applets)
- Windows media player (installed by default on PCs but some places have them disabled)
- Citrix 10.1 (Citrix-Presentation Server Client Package to be used for Cerner EHR)
- Microsoft .NET Framework 2.0

### HARDWARE:

- 1Ghz Intel or AMD processor (minimum)
- 1 GB of RAM (minimum)
- The Lab is best viewed at a screen resolution of 1024 x 768. Otherwise you may experience clipping or pixilated content
- CD-ROM
- USB ports
- Firewall (Connecting to the lab requires that you have port 443 open. Please see your network administrator for assistance)

For the most updated requirements, please visit <http://www.ahima.org/schools/vlab/tech.aspx>

## HEALTHCARE ADMINISTRATION (HCA)

<b>Core/Peirce Requirements:</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>4 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
COM 202	Intercultural Communications
(Prerequisite: ENG101)	
COM 345	Advanced Comm Skills
(Prerequisite: two ENG or COM classes, one of which must be ENG101)	
<b>3 Mathematics courses:</b>	
MAT (Recommended MAT101)	
MAT 109	Business Statistics I*
MAT 210	Business Statistics II*
(Prerequisite: MAT 109)	
<b>4 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
SOC 240	Sociology of Behavior
SOC SCI	
<b>3 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
HUM/HIS	
<b>2 Science courses:</b>	
SCI 240	Intro to Anatomy & Physiology
SCI	
<b>1 General Education Elective:</b>	
Gen Ed	
<b>1 Technology course:</b>	
BIS 101+	WP & Internet
(Take BIS109 if familiar with MS WORD & Internet)	
<b>3 Business/Healthcare Electives:</b>	
BUS/HCA ELEC**	
(300 or 400 level Business or 200 level HCA elective)	
BUS/HCA ELEC**	
(300 or 400 level Business or 200 level HCA elective)	
BUS/HCA ELEC**	
(300 or 400 level Business or 200 level HCA elective)	

\* A Grade of "C" or above is required in this course

\*\*Business and Healthcare Electives: HRM306, 310, 320, 330, 401, 425; MGT305, 306, 404, 405; MKT301, 305, 308, 401; HCA217, 220; HIT218

+Students who are familiar with basic word processing and Internet use should take BIS 109 instead.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

## HEALTHCARE ADMINISTRATION (HCA)

<b>Healthcare Administration Requirements:</b>	
ACC105	Accounting & Finance for Non-Financial Managers*
HCA 101	Introduction to Healthcare Administration
BUS 100	Introduction to Business
MGT 210*	Applied Management Concepts*
(Prerequisite: BUS 100)	
HIT 125	Medical Terminology
HCA 210*	Healthcare Delivery in US*
(Prerequisite: HCA 101)	
HCA 302*	Legal Issues in HA*
(Prerequisite: All required 100 & 200 Level HCA/HIT)	
HCA 330*	HIPAA for Healthcare Mgr*
(Prerequisites: All required 100 & 200 level HCT/HIT)	
HRM 301*	Human Resource Mgmt*
(Prerequisite: MGT 210)	
HCA 430*	Healthcare Ethics*
(Prerequisites: All required 100 & 200 level HCT/HIT)	
HCA 413*	Healthcare Mgmt Strategies*
(Prerequisites: MGT 210; and 200 level HCT/HIT)	
HCA 420*	Health Info Systems Admin
(Prerequisite: All required 100 & 200 level HCT/HIT)	
HCA 415*	Healthcare Marketing
(Prerequisites: All required 100 & 200 level HCT/HIT)	
HCA 405*	Financing Healthcare
(Prerequisites: ACC 105 and all required 100 and 200 level HCA/HIT)	
HCA 440*	Public & Community Health
(Prerequisite: All required 100 & 200 level HCT/HIT)	
HCA 460*	Healthcare Planning and Dev

## HEALTHCARE ADMINISTRATION (HCA)

<b>Healthcare Administration Requirements:</b>	
(Prerequisites: ECO 101, ECO 102, and all required 100 & 200 level HCA/HIT)	
HCA 450*	Healthcare Quality MGT*
(Prerequisite: All required 100 & 200 level HCT/HIT)	
HCA 480*	HCA Capstone*
(Prerequisites: All required HCA/HIT courses completed or concurrently enrolled)	
CWE 099	Pre-Co-op Workshop
(Optional)	
Choice of:	
CWE 425	HCA Co-op Work Edu
	<b>OR</b>
HCA 490*	Selected Topics in HC*
(Prerequisites: All required HCA/HIT courses completed or concurrently enrolled)	

\* A Grade of "C" or above is required in this course

## MISSION STATEMENT

The Peirce Information Technology program prepares graduates to be successful information technology professionals by providing them crucial critical thinking, problem solving and life-long learning skills needed to respond to the ever-changing demands of the information technology field while also providing practical skills in high demand, state-of-the-art technology.

## VISION

After obtaining an Information Technology degree, Peirce College graduates will become effective technologists prepared for progressive professional responsibility, leadership, and long-term career success. They will advance the profession both through their own lifelong commitment to learning and professional growth, and through their participation in professional organizations. To enable these ends, the Peirce Information Technology program will provide an education that combines cutting edge practical skills with solid theoretical foundation and time-honored critical thinking and analytical skills.

## OUTCOMES

The program enables students by the time of graduation to be able to:

1. Analyze a problem and identify and define the computing requirements appropriate to its solution;
2. Function effectively on teams to accomplish a common goal;
3. Analyze computing-related ethical, legal and social issues in a way that enables responsible professional practice and an ability to synthesize policy recommendations;
4. Communicate effectively with a range of audiences;
5. Use and apply current techniques, concepts, tools and practices in the core information technologies;
6. Identify and analyze user needs and take them into account in the selection, design, creation, evaluation, and administration of computer-based systems;
7. Effectively integrate IT-based solutions into the user environment;
8. Identify and apply best practices and standards; and
9. Assist in the creation and execution of an effective project plan.

## Associate in Science Degree in Information Technology

Students who choose this concentration will learn how to use the Microsoft® Office Suite of products (Word, Excel, Access, and PowerPoint) in the workplace. Courses in this concentration will cover introductory and intermediate levels of content, as well as introductory business concepts, to enhance students' breadth and depth of knowledge. This concentration focuses on how students can solve business problems by utilizing the correct desktop

applications. By the completion of the associate degree, students will have the fundamentals needed to assist them in the preparation for the industry standard certification exams for the Microsoft Office Specialist designation.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

### CONCENTRATION IN DESKTOP APPLICATIONS FOR BUSINESS

<b>Core/Peirce Requirements</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT 102	College Algebra (or higher level mathematics course)
MAT+	(Required to take MAT 105 or MAT 109)
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>2 Business courses:</b>	
BUS 100	Introduction to Business
ACC 101	Accounting Principles I*

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN DESKTOP APPLICATIONS FOR BUSINESS

<b>Information Technology Requirements</b>	
BIS 109	Info Search and Presentation
ITN 100	Intro to Information Tech*
BIS 111	App Software Fundamentals
(Prerequisite: BIS 109)	
MIS 205	Ethical Management of IT
(Prerequisite: ITN 100)	
ITN 130	Networking Fundamentals
(Prerequisite: ITN 100)	
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
BIS 112	Programming Concepts
(Prerequisite: ITN 100)	
BIS 215	Spreadsheet Intermediate
(Prerequisite: BIS 111)	
BIS 314	Word Advanced Concepts
(Prerequisite: BIS 111)	
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>Choice of:</b>	
CWE 124 A3	Cooperative Work Education
<b>OR</b>	
IT ELEC	

\* A Grade of "C" or above is required in this course.

+Students who plan to continue to the Bachelor of Science degree should take MAT 109.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology

Bachelor's students in this concentration focus on developing skills in critical thinking, problem solving, information management, resource management, and application synthesis. Students will work on projects and scenarios that they may encounter in

the workplace using the Microsoft Office Suite of products. Projects are designed to provide tangible results that can be used by students to build a portfolio that demonstrates their abilities using the Microsoft Office applications.

### CONCENTRATION IN DESKTOP APPLICATIONS FOR BUSINESS

#### Information Technology Prerequisites

PRC 101	SCI	BIS 112	BIS 215
ENG 101	BIS 109	HUM/HIS	MAT
ITN 100	BIS 111	BIS 201	SOC SCI

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN DESKTOP APPLICATIONS FOR BUSINESS

Information Technology Requirements	
BIS 216 (Prerequisite: BIS 111)	Database Intermediate
BIS 224 (Prerequisite: BIS 112)	Concepts Desktop Program
BIS 315 (Prerequisite: BIS 215)	Spreadsheet Advanced
BIS 316 (Prerequisite: BIS 216)	Database Advanced
BIS 317 (Prerequisites: BIS 215 & BIS 224)	Visual Basic For Applications
MIS 302 (Prerequisite: all 200 level IT Courses)	Applied Systems Design**
BIS 402 (Prerequisite: MIS 302)	Systems Analysis & Design
BIS 403 (Prerequisite: BIS 402)	Applied Systems Design
BIS 445 (Prerequisite: BIS 201)	Extens Markup Lang (XML)
BIS 415 (Prerequisite: * and ## - See below)	IT Capstone - Desktop Apps
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>For remaining 6 credits Choice of:</b>	
<b>6-credit Co-op</b>	
CWE 424 A6	Cooperative Work Education
<b>OR</b>	
<b>2 Open Electives</b>	
IT ELEC	
ELEC	
<b>OR</b>	
<b>3-credit Co-op and 3-credit Elective:</b>	
CWE 424 A3	Cooperative Work Education
<b>AND</b>	
ELEC	

\* A Grade of "C" or above is required in this course.

\*\* All required 100 and 200 level concentration courses must be completed or concurrently enrolled.

## All required IT courses for the bachelor's degree must be either completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology

This intensive program of study prepares the student for the (ISC)<sup>2</sup> management level Certified Information Systems Security Professional (CISSP<sup>®</sup>) certification exam. The CISSP<sup>®</sup> certification recognizes a mastery of an international standard in Information Security. Students can become a CISSP<sup>®</sup> upon passing the certification exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)<sup>2</sup>

designation may be earned. *Students may elect to enter this bachelor's degree concentration with an associate degree in any subject, but the best fit is for those who have earned Peirce College's associate degree with a concentration in Network Security.* Graduates who earn the bachelor's degree with this concentration are prepared for information security management positions in government and industry.

### CONCENTRATION IN INFORMATION SECURITY

#### Information Technology Prerequisites

PRC 101	HUM/HIS	MIS 205	SCI
ENG 101	BIS 109	SOC SCI	MAT

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN INFORMATION SECURITY

Information Technology Requirements	
ISC 310 (Prerequisite: ENG 101)	Information Security Mgmt
ISC 320 (Prerequisite: ENG 101)	Access Control Sys & Method
ISC 350 (Prerequisite: ENG 101)	Telecom & Net Security
ISC 410 (Prerequisite: ENG 101)	Mgmt Level Cryptography
ISC 420 (Prerequisite: ENG 101)	Bus Continuity & Disaster
MIS 302 (Prerequisite: all 200 level IT Courses)	Applied Systems Design**
ISC 430 (Prerequisite: ENG 101)	Physical Operations & Security
ISC 440 (Prerequisite: ENG 101)	Sec Models App Dev Security
ITN 404 (Prerequisites: ITN 144 or ISC 350)	Network Defense & Countermeasures
ITN 425##* (Prerequisites: ##)	Net Admin & Sec Capstone
<b>1 Open Elective:</b>	
ELEC	
<b>1 IT Elective:</b>	
IT ELEC	

\* A Grade of "C" or above is required in this course.

\*\* All required 100 and 200 level concentration courses must be completed or concurrently enrolled.

## All required IT courses for the bachelor's degree must be either completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# INFORMATION TECHNOLOGY PROGRAM

## Certificate of Proficiency in Information Technology

This intensive program of study prepares the student for the (ISC)<sup>2</sup> management level CISSP<sup>®</sup> certification exam. The CISSP<sup>®</sup> certification recognizes a mastery of an international standard in Information Security management. Students can become a CISSP<sup>®</sup>

upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)<sup>2</sup> designation may be earned.

### CONCENTRATION IN CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP<sup>®</sup>)

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>1 English/Communication course:</b>	
ENG 101	English Composition*

# INFORMATION TECHNOLOGY PROGRAM

## Certificate of Proficiency in Information Technology (*Continued*)

### CONCENTRATION IN CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP®)

Information Technology Requirements	
ISC 310 (Prerequisite: ENG 101)	Info Security Management
ISC 320 (Prerequisite: ENG 101)	Access Cont Sys & Method
MIS 302	Info Systems Project Mgmt
ISC 350 (Prerequisite: ENG 101)	Telecom & Network Security
ITN 404 (Prerequisites: ITN 144 and ISC 350)	Network Defense & Countermeasures
ISC 410 (Prerequisite: ENG 101)	Mgmt Level Cryptography
ISC 420 (Prerequisite: ENG 101)	Business Cont & Disaster
ISC 430 (Prerequisite: ENG 101)	Physical & Operations Sec
ISC 440 (Prerequisite: ENG 101)	Security Models & App Dev
ITN 425*	Net, Admin & Sec Capstone

\* A Grade of "C" or above is required in this course.

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology

This concentration prepares students to design, build, administer, and secure network operating environments.

Students will learn how to support hardware, desktop software, and client connectivity.

Students will learn skills for effective help desk and customer service support and basic network

administration. This concentration begins preparation for the following industry standard certifications: CompTIA A+, Network+®, Security+, and Microsoft Certified Professional (MCP) in Windows Client and Server.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

### CONCENTRATION IN NETWORKING, ADMINISTRATION, AND SECURITY

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT	(Required MAT 102 or higher)
MAT+	(Required to take MAT 105 or MAT 109)
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN NETWORKING, ADMINISTRATION, AND SECURITY

Information Technology Requirements	
BIS 109	Info Search and Presentation
ITN 100	Intro to Information Tech*
ITN 120	PC Fundamentals
(Prerequisite: ITN 100)	
ITN 130	Networking Fundamentals
(Prerequisite: ITN 100)	
ITN 200	Server Administration
(Prerequisite: ITN 130)	
ITN 144	Introduction Network Security
(Prerequisite: ITN 130)	
BIS 112	Programming Concepts
(Prerequisites: ITN 100 & MAT 102)	
MIS 205	Ethical Management of IT
(Prerequisite: ITN 100)	
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
ITN 220	Help Desk Customer Supp
(Prerequisite: ITN 100)	
CWE 098	Pre-Co-op Workshops
Required only if planning Co-Op and after 30 credits	
ITN 254	Intro to Cryptology
<b>OR</b>	<b>OR</b>
ITN 264	Wireless Security
(Prerequisite: ITN 144)	
<b>Choice of:</b>	
CWE 123 A3	Cooperative Work Education
<b>OR</b>	
Elective	

\* A Grade of "C" or above is required in this course.

+Students who plan to continue to the Bachelor of Science degree should take MAT 109.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology

In the bachelor's program, students will deepen their knowledge of network operating system environments and gain understanding of material needed to design, build, secure and maintain enterprise-grade networks support Microsoft Windows in enterprise. Most acquire the fundamental knowledge to pursue the industry's premier Microsoft Certified Systems Engineer (MCSE) certification. They will also learn the Cisco® Certified Network Associate

(CCNA™) curriculum and that of CompTIA's Linux+™. Students also have the opportunity to explore new security technologies and standards, while building critical thinking and problem solving skills. The concentration culminates in a capstone project that allows the student to highlight knowledge gained in applied networking and security.

### CONCENTRATION IN NETWORKING, ADMINISTRATION, AND SECURITY

#### Information Technology Prerequisites

PRC 101	MAT	HUM/HIS	ITN 200
ENG 101	ITN 144	SOC SCI	SCI
BIS 109	ITN 130	ITN 100	

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 200+	(Any 200-level Math Course)
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN NETWORKING, ADMINISTRATION, AND SECURITY

Information Technology Requirements	
ITN 300 (Prerequisite: ITN 200)	Linux Administration
ITN 310 (Prerequisite: ITN 200)	Network Routing & Switching I
ITN 311 (Prerequisite: ITN 310)	Network Routing & Switching II
MIS 302** (Prerequisite: **)	Information Sys Project Mgmt
ITN 350 (Prerequisite: ITN 200)	Plan/Maintain Network Infrast
ITN 302 (Prerequisite: ITN 300)	Linux Networking and Security
ITN 404 (Prerequisite: ITN 144)	Network Security & Defense
ITN 410 (Prerequisite: ITN 200)	Administering Directory Svcs
BIS 402 (Prerequisite: MIS 302)	Systems Analysis & Design
ISC 420	Bus Continuity & Disaster
ITN 425##* (Prerequisite: ##)	IT Capstone Net, Admin, Sec
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>Choice of:</b>	
CWE 323 A3	Cooperative Work Education
<b>OR</b>	<b>OR</b>
IT Elective	(Recommended: BIS 445)

\* A Grade of "C" or above is required in this course.

\*\* All required 100 and 200 level concentration courses must be completed or concurrently enrolled.

## All required IT courses for the bachelor's degree must be either completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# INFORMATION TECHNOLOGY PROGRAM

## Certificate of Proficiency in Information Technology

Designed to provide students with a firm background in the computer support industry, this certificate program covers the fundamentals of system support. Courses cover entry-level technical skills required to

perform the job of a Help Desk Technician. Students may apply these credits to an associate degree in Information Technology with a concentration in Networking, Administration, and Security.

### CONCENTRATION IN HELP DESK TECHNICIAN

#### Core/Peirce Requirements

<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>1 English/Communication course:</b>	
ENG 101	English Composition*

# INFORMATION TECHNOLOGY PROGRAM

## Certificate of Proficiency in Information Technology (*Continued*)

### CONCENTRATION IN HELP DESK TECHNICIAN

Information Technology Requirements	
BIS 109	Info Search and Presentation
ITN 100	Intro to Information Tech*
BIS 111	Application Software Fund.
(Prerequisite: BIS 109)	
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
ITN 120	PC Fundamentals
(Prerequisite: ITN 100)	
ITN 130	Networking Fundamentals
(Prerequisite: ITN 100)	
ITN 144	Introduction Network Security
(Prerequisite: ITN 130)	
ITN 200	Server Administration
(Prerequisite: ITN 130)	
ITN 220	Help Desk Customer Supp
(Prerequisite: ITN 100)	
ITN 300	Linux Administration
(Prerequisite: ITN 200)	
ITN 250	Planning and Maintaining a Network Infrastructure
ITN 410	Administering Directory Svcs
(Prerequisite: ITN 200)	

\* A Grade of "C" or above is required in this course.

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology

Students who choose this concentration will learn basic computer concepts, data communications, programming fundamentals, and the Visual Basic® programming language using Microsoft .NET technology. Students will learn how to use Visual Studio® integrated development environment and the Microsoft Office Suite of applications at a

fundamental level. Students will also learn HTML and Web Page design.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to higher-level positions.

### CONCENTRATION IN PROGRAMMING AND APPLICATION DEVELOPMENT

<b>Core/Peirce Requirements</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT 102	College Algebra
MAT+	(Required to take MAT 105 or MAT 109)
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 Business course:</b>	
BUS 100	Introduction to Business

# INFORMATION TECHNOLOGY PROGRAM

## Associate of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN PROGRAMMING AND APPLICATION DEVELOPMENT

<b>Information Technology Requirements</b>	
BIS 109	Info Search and Presentation
ITN 100	Intro to Information Tech*
BIS 111	App Software Fundamentals
(Prerequisite: BIS 109)	
BIS 112	Programming Concepts
(Prerequisites: ITN 100 and MAT 102)	
MIS 205	Ethical Management of IT
(Prerequisite: ITN 100)	
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
BIS 215	Spreadsheet Intermediate
(Prerequisite: BIS 111)	
BIS 224	Concepts Desktop Program
(Prerequisite: BIS 112)	
ITN 130	Networking Fundamentals
(Prerequisite: ITN 100)	
BIS 245	Using VB.NET App Dev I
(Prerequisite: BIS 224)	
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>Choice of:</b>	
CWE 125 A3	Cooperative Work Education
<b>OR</b>	
IT ELEC	

\* A Grade of "C" or above is required in this course.

+Students who plan to continue to the Bachelor of Science degree should take MAT 109.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology

Graduates from this program make excellent candidates for positions as application developers, programmers, and systems analysts. Students are equipped to determine the customer's needs and design and implement a systems-based solution. Bachelor's students will study higher-level application development in the .NET environment involving courses in ASP, SQL, XML, and the component object model for application development. Students

will also explore tools used in systems analysis such as Microsoft Project and Visio. This concentration culminates in a capstone project that requires the student to build a working program or prototype to demonstrate practical skills and knowledge gained in this area of study.

### CONCENTRATION IN PROGRAMMING AND APPLICATION DEVELOPMENT

#### Information Technology Prerequisites

PRC 101	SOC SCI	BIS 112	BIS 215
ENG 101	BIS 201	HUM/HIS	MAT
BIS 109	BIS 245	ITN 100	SCI

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT 200+	(Any 200-level mathematics course)
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN PROGRAMMING AND APPLICATION DEVELOPMENT

Information Technology Requirements	
BIS 325 (Prerequisite: BIS 245)	Using VB.NET App Dev II
MIS 302** (Prerequisite: ITN 100)	Info Systems Proj Mgmt
BIS 330 (Prerequisites: BIS 201 & BIS 325)	JavaScript Programming
BIS 345 (Prerequisites: BIS 201 & BIS 325)	Using ASP.NET App Dev
BIS 402 (Prerequisite: MIS 302)	Systems Analysis Design
BIS 317 (Prerequisites: BIS 224 & BIS 215)	Automating Office Apps
BIS 403 (Prerequisite: BIS 402)	Applied Systems Design
BIS 425 (Prerequisites: BIS 345)	Using Databases App Dev
ISC 440	Security Models & App Devel Security
BIS 445	Extens Markup Lang (XML)
BIS 415## (Prerequisite: all IT Bachelor's courses)	IT Capstone Prog & Desktop*
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>Choice of:</b>	
CWE 325 A3	Cooperative Work Education
<b>OR</b>	
ELEC	

\* A Grade of "C" or above is required for this course.

\*\* All required 100- and 200-level IT courses must be completed or concurrently enrolled.

## All IT courses required for the bachelor's degree must be completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



## Certificate of Proficiency in Information Technology

This comprehensive, career-oriented certificate program is designed to provide students with a solid background in the methodology of application development. Topics presented include the justification, design, creation, and maintenance of complex computer systems. Students will learn how to assess information systems project feasibility through a business case analysis, gather requirements, create a functional specification

document, and design and build graphical user interfaces. Students will also learn VB.NET, ASP, XML, and SQL as part of the broad implementation of the project.

Students may apply credits earned in the Certificate of Proficiency to the associate degree in Information Technology with a concentration in Programming and Application Development.

### CONCENTRATION IN .NET PROGRAMMING

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>1 English/Communication course:</b>	
ENG 101	English Composition*
<b>1 Mathematics course:</b>	
MAT 102	College Algebra

# INFORMATION TECHNOLOGY PROGRAM

## Certificate of Proficiency in Information Technology (*Continued*)

### CONCENTRATION IN .NET PROGRAMMING

Information Technology Requirements	
BIS 109	Info Search and Presentation
ITN 100	Intro to Information Tech*
BIS 112	Programming Concepts
(Prerequisite: ITN 100)	
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
BIS 224	Concepts in Desktop Program
(Prerequisite: BIS 112)	
BIS 245	Using Visual Basic App Dev I
(Prerequisite: BIS 224)	
BIS 325	Using Visual Basic App Dev II
(Prerequisite: BIS 245)	
BIS 345	Using ASP.NET in App Dev
(Prerequisites: BIS 201, BIS 325)	
BIS 425	Using Databases in App Dev
(Prerequisite: BIS 345)	
BIS 445	Extensible Markup Lang (XML)
(Prerequisite: BIS 201)	

\* A Grade of "C" or above is required in this course.

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology

This concentration provides students with a combination of business and technology courses allowing them to use technology to solve business problems. Students will gain valuable knowledge in business fundamentals and ethics in information technology along with Microsoft Office fundamentals and network operating systems. Students will also

learn how to integrate technology in the workplace to support business processes and functions. Key areas of study include Internet business applications and virtual teams.

Most Peirce associate degree holders move on to the bachelor's degree in this concentration.

### CONCENTRATION IN TECHNOLOGY MANAGEMENT

Core/Peirce Requirements	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT 102	College Algebra (or higher level mathematics course)
MAT+	(Required to take MAT 105 or MAT 109)
<b>2 Social Science courses:</b>	
ECO 101	Macroeconomics
ECO 102	Microeconomics
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	

# INFORMATION TECHNOLOGY PROGRAM

## Associate in Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN TECHNOLOGY MANAGEMENT

Information Technology Requirements	
BIS 109	Info Search and Presentation
BUS 100	Introduction to Business
BIS 201	HTML and World Wide Web
(Prerequisite: BIS 109)	
ITN 100	Intro to Information Tech*
ITN 144	Intro to Network Security
(Prerequisite: ITN 130)	
BIS 111	App Software Fundamentals
(Prerequisite: BIS 109)	
ITN 130	Networking Fundamentals
(Prerequisite: ITN 100)	
ACC 101	Accounting Principles I*
(Prerequisite: Completion of a 3-credit college level math course*)	
MIS 110	Usability Principles of Interaction Design
ITN 120	PC Fundamentals
(Prerequisite: ITN 100)	
BIS 112	Programming Concepts
(Prerequisite: ITN 100)	
MGT 210	Applied Management Concepts*
(Prerequisite: BUS 100)	

\* A Grade of "C" or above is required in this course.

+Students who plan to continue to the Bachelor of Science degree should take MAT 109.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology

Students pursuing the bachelor's degree with this concentration learn applied management concepts, systems analysis and design, and project management. Students will take a variety of business, finance, and management courses to enhance their knowledge of business and the effective use of technology. They will also develop critical

thinking skills that will be invaluable in technology management positions in business, industry, and government. Upon completion of this degree, students will be well on their way to a challenging career as a business technology supervisor, department liaison, or project lead.

### CONCENTRATION IN TECHNOLOGY MANAGEMENT

#### Information Technology Prerequisites

PRC 101	MGT 210	ACC 101	ECO 101
BIS 109	SCI	ITN 100	ECO 102
ENG 101	BUS 100	HUM/HIS	MAT 109/105

<b>Core/Peirce Requirements</b>	
<b>1 English/Communication course:</b>	
ENG/COM	
<b>1 Mathematics course:</b>	
MAT	
(required 200 level- MAT 210, 213, 314, 230 or 251)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History courses:</b>	
HUM/HIS	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>1 General Education Elective:</b>	
GEN ED	

# INFORMATION TECHNOLOGY PROGRAM

## Bachelor of Science Degree in Information Technology *(Continued)*

### CONCENTRATION IN TECHNOLOGY MANAGEMENT

<b>Information Technology Requirements</b>	
MIS 302##	Applied Systems Design**
(Prerequisite: all 200 level IT Courses)	
BIS 402	Systems Analysis & Design
(Prerequisite: MIS 302)	
ISC 310	Info Security Management
ITN 200	Server Administration
(Prerequisite: ITN 130)	
MIS 205	Ethical Management of IT
(Prerequisite: ITN 100)	
ACC102	Financial Accounting*
(Prerequisite: ACC 101)	
MGT 306	Organizational Dynamics*
(Prerequisite: MGT 210)	
ISC 420	Business Continuity & Disaster Recovery Planning
(Prerequisite: ENG 101)	
MIS 425#	IT Capstone Tech Management*
(Prerequisite: All IT Bachelor level courses)	
BIS 403	Applied Systems Design
(Prerequisite: BIS 402)	
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>1 IT Elective:</b>	
IT ELEC	
<b>Choice of:</b>	
CWE 320 A3	Cooperative Work Education
<b>OR</b>	
ELEC	

\* A Grade of "C" or above is required for this course.

\*\* All required 100- and 200-level IT courses must be completed or concurrently enrolled.

## All IT courses required for the bachelor's degree must be completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# PARALEGAL STUDIES PROGRAM

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## MISSION STATEMENT

The mission of the Paralegal Studies Program is to provide the foundation and academic credential base that will prepare students for rewarding careers as paralegal professionals in the legal industry.

## VISION STATEMENT

By approaching the study of law from a theoretical, conceptual, and practical perspective, the Peirce College Paralegal Studies Program will prepare students for the demands of the paralegal profession. Based on a curriculum that is focused on a full range of legal specialty practice areas and a broad scope of general education perspectives, students will obtain the critical thinking, analytical processing, and legal skill sets necessary to succeed as paralegals. As a means of assuring program quality and staying well-targeted to the dynamic demands of the legal profession, the College evaluates the program curriculum and student services on a continual basis and incorporates changes identified through the evaluation process. In collaboration with legal practitioners, employers, and professional associations, the College continues working toward the ultimate goal of improving and increasing the utilization of paralegal services.

## GOALS

In the Paralegal Studies Program, our primary goal is to prepare students for successful, rewarding careers in the legal industry. The program enables students to achieve the following outcomes by the time of graduation:

1. Understand and utilize the concepts of critical and analytical thinking skills in paralegal work assignments
2. Understand and demonstrate the importance of effective communication skills in relation to success as a paralegal professional
3. Have a working use of the legal vocabulary required to function professionally within the legal community
4. Understand the distinction and diversity of the different areas of legal practice
5. Have a working knowledge of the federal and state court systems
6. Be familiar with and capable of drafting the forms of documentation utilized in legal practice
7. Be adept at computerized and manual legal research techniques
8. Be familiar with legal computer software programs and technology utilized within the legal community
9. Demonstrate professional caliber legal writing skills
10. Understand and utilize the organizational skills required to develop and maintain effective case management
11. Understand and utilize the concept of time management in their approach to assignment completion and workload demands
12. Understand and utilize the principles of effective people skills to maintain professional client relationships, conduct client and witness interviews, and orchestrate the human resource demands of case management
13. Understand and display a mastery of the rules of professional office etiquette
14. Understand and abide by the Professional Rules of Responsibility/Ethical Conduct applied to the legal community. (Most notably, students will understand and abide by the limitations on the practice of law by non-lawyers. Students will understand the principle that paralegals work under the direct supervision of lawyers.)
15. Have an understanding of the emerging role of the paralegal and the place of the paralegal in expanding the delivery of legal services

# PARALEGAL STUDIES PROGRAM

## Associate in Science Degree in Paralegal Studies

This program is approved by the American Bar Association (ABA) and provides a foundation for students aspiring to a career in the paralegal profession. The associate degree serves as an important milestone in the credential base for a paralegal. Since legal employers more frequently require the bachelor's degree, Peirce associate graduates typically continue their studies to the next level.

***Courses are available in Peirce's Online Program; however, the ABA requires students to take 10 credits in the classroom. Consult with a Program Advisor for a list of Paralegal courses offered online.***

***• Paralegal courses not available online that must be taken in the classroom are noted below. See PLG 100, 102, 113, and 117.***

<b>Core/Peirce Requirements</b>	
<b>1 Peirce Course:</b>	
PRC 101	Peirce College Orientation (Online Course)
<b>2 English/Communication courses:</b>	
ENG 101	English Composition*
ENG/COM	
<b>2 Mathematics courses:</b>	
MAT <sup>o</sup>	
MAT <sup>o</sup>	
(Recommended mathematics courses: MAT 101, MAT 102, MAT 105, or MAT 230)	
<b>2 Social Science courses:</b>	
PSC 101	American Government
SOC SCI	
<b>1 Humanities/History course:</b>	
HUM/HIS	
<b>1 Science course:</b>	
SCI	
<b>2 Technology course:</b>	
BIS 101	WP & Internet
(Take BIS 109 if familiar with MS WORD & Internet)	
BIS 111	Application Software Fund
(Prerequisite: BIS 101 or BIS 109)	

\* A Grade of "C" or above is required in this course.

\*\* All required 100 level concentration courses must be completed.

• Course not available online and must be completed in the classroom.

o The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.



## PARALEGAL STUDIES PROGRAM

### Associate in Science Degree in Paralegal Studies (*Continued*)

<b>Paralegal Requirements</b>	
PLG 100	Intro to PLG Profession•
PLG 102	Legal Research•*
PLG 113	Legal Writing I•*
(Prerequisite: ENG 101)	
PLG 117	Civil Litigation•
(Prerequisites: PLG 100, PLG 102 & PLG 113 must be completed or concurrently enrolled)	
PLG 206	Tort Law**
PLG 207	Criminal Law**
PLG 213	Legal Writing II**
CWE 098	Pre-Co-op Workshops Required only if planning Co-op
PLG 215	Prof. Legal Responsibility**
PLG 219	Legal Technology**
(Prerequisites: BIS 101 or BIS 109 & BIS 111)	
<b>Choice of:</b>	
CWE 116 A3	Cooperative Work Education
<b>OR</b>	<b>OR</b>
PLG 220	PLG Capstone Project**

\* A Grade of "C" or above is required in this course.

\*\* All required 100 level concentration courses must be completed.

• Course not available online and must be completed in the classroom.

o The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# PARALEGAL STUDIES PROGRAM

## Bachelor of Science Degree in Paralegal Studies

This program is approved by the American Bar Association (ABA) and provides the opportunity for paralegals to work closely with attorneys, judges, prosecutors, and public defenders. While assuming the ultimate responsibility for legal work, attorneys rely on paralegals in all phases of case management and trial preparation.

The paralegal profession encompasses a wide variety of assignments, projects, functions, and environments. Though many paralegals pursue a traditional career path of law firm employment, it is by no means the only avenue available. Paralegals work in government, court systems, consumer organizations, banks, finance companies, legal aid offices and clinics, accounting and engineering firms, insurance agencies, real estate and title companies, public relations and advertising agencies, entertainment production companies, and corporations.

Paralegals often specialize in a particular area such as family law, health care, personal injury, civil litigation, corporate law, estate planning, real estate, immigration, intellectual property, environmental protection, civil rights, and criminal law.

The bachelor's degree in Paralegal Studies from Peirce is a well recognized degree that will open doors for a career in the legal community. Students receive in-depth coverage in a full range of legal specialty areas that expand the students' skills and prepares them for the role of a paralegal. By approaching the study of law from a theoretical, conceptual, and practical perspective, students will be preparing themselves for all aspects of the paralegal profession. This degree can also serve as the ideal preparation and foundation for candidates looking to move on to law school after graduation.

### Bachelor of Science Prerequisites

PRC 101	PLG 113	PLG 213	BIS 101/BIS 109	SCI
ENG 101	PLG 117	PLG 215	BIS 111	HUM/HIS
PLG 100	PLG 206	PLG 219	PLG 220/CWE 116	
PLG 102	PLG 207	MAT <sup>o</sup>	SOC SCI	

Core/Peirce Requirements	
<b>1 English/Communication courses:</b>	
ENG/COM	
<b>1 Mathematics courses:</b>	
MAT <sup>o</sup>	
<b>(Recommended mathematics courses:</b>	
MAT 101, MAT 102, MAT 105, or MAT 230)	
<b>2 Social Science courses:</b>	
SOC SCI	
SOC SCI	
<b>2 Humanities/History course:</b>	
HUM/HIS	
HUM/HIS	

\* A Grade of "C" or above is required in this course.

\*\* All required 100 level concentration courses must be completed.

*o* The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

# All PLG courses (with the exception of PLG 440) required for the bachelor's degree must be completed or concurrently enrolled.

## All PLG courses required for the bachelor's degree must be completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# PARALEGAL STUDIES PROGRAM

## Bachelor of Science Degree in Paralegal Studies (*Continued*)

Core/Peirce Requirements	
<b>1 Science course:</b>	
SCI	
<b>1 Technology course:</b>	
TECH CORE	
<b>1 General Education Elective:</b>	
GEN ED	

Paralegal Requirements	
PLG 204	Family Law**
PLG 205	Real Estate Law**
PLG 208	Estate Law**
PLG 209	Business Organizations**
PLG 315	Advanced Legal Research**
(Prerequisite: PLG 219)	
PLG 417	Contracts**
CWE 099	Pre-Co-op Workshops Required only if planning Co-op
<b>3 Paralegal Electives:</b>	
PLG ELEC	
PLG ELEC	
PLG ELEC	
Paralegal electives may be fulfilled by taking paralegal courses not required by BS PLG degree.	
<b>Choice of:</b>	
PLG 430	BS PLG Capstone I: Advanced Civil Litigation#*
<b>AND</b>	<b>AND</b>
PLG 440	BS PLG Capstone II: Practical Skills & Regulation##*
<b>OR</b>	<b>OR</b>
CWE 416 A6 (6 Credit Co-op)	Cooperative Work Education

\* A Grade of "C" or above is required in this course.

\*\* All required 100 level concentration courses must be completed.

o The following courses do not meet the MAT CORE requirements for PLG majors: MAT 109 and MAT 210.

# All PLG courses (with the exception of PLG 440) required for the bachelor's degree must be completed or concurrently enrolled.

## All PLG courses required for the bachelor's degree must be completed or concurrently enrolled.

Note: Please consult with your Program Advisor for a list of core curriculum and electives.

# PARALEGAL STUDIES PROGRAM

## Certificate of Proficiency in Paralegal Studies

Prerequisite: A Bachelor of Science or Bachelor of Arts from an accredited college with a major other than Paralegal Studies.

The ABA approved Post-Baccalaureate Certificate Program in Paralegal Studies is designed for the individual who has already completed a bachelor's degree with a major other than Paralegal Studies and is looking to make a career transition into the field of law. The Certificate of Proficiency Program is built on

a core group of legal specialty foundation courses that give graduates the skill sets necessary to thrive in the legal environment. This intensive program of study is comprised of 10 legal specialty courses that can be completed in one academic year, and will prepare students for the transition to a career in the paralegal profession. For candidates looking to move on to law school, the Post-Baccalaureate Certificate in Paralegal Studies can serve as the ideal preparation and foundation for that career plan.

<b>Certificate of Proficiency Requirements</b>	
1 Peirce Course	
PRC 101	Peirce College Orientation (Online Course)
<b>8 Paralegal Courses:</b>	
PLG 100	Intro to PLG Profession•
PLG 102	Legal Research•*
PLG 113	Legal Writing I•*
(Prerequisite: ENG 101)	
PLG 117	Civil Litigation•
(Prerequisites: PLG 100, PLG 102 & PLG 113 must be completed or concurrently enrolled.)	
PLG 206	Tort Law**
PLG 207	Criminal Law**
PLG 215	Prof. Legal Responsibility**
PLG 219	Legal Technology**
(Prerequisites: BIS 101 or BIS 109 & BIS 111)	
<b>2 Paralegal Electives:</b>	
PLG ELEC	
PLG ELEC	
Paralegal electives may be fulfilled by taking paralegal courses not required by the PLG Certificate program.	

\* A Grade of "C" or above is required in this course.

\*\* All required 100 level concentration courses must be completed.

• Course not available online and must be completed in the classroom.

**ACCOUNTING (ACC)**

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**ACC 101****Accounting Principles I**

*A grade of C or above is required for this course.*

*Prerequisite: Completion of a 3-credit college-level math course with a grade of "C" or above*

This introductory course includes the theory and application of major accounting principles and procedures. The following topics and problems will be studied and practiced: journalizing, financial statements, adjusting and closing entries, and systems and controls.

**ACC 102****Accounting Principles II**

*A grade of C or above is required for this course.*

*Prerequisite: ACC 101*

Build on the skills that were developed in ACC 101. Material covered includes the utilization and interpretation of accounting principles, a detailed study of deferrals and accruals, plant and intangible assets, partnership and corporate forms of ownership, stocks and bonds, and their effect on business decisions, and financial statement analysis.

**ACC 105****Accounting and Finance for Non-Financial Managers**

*A grade of C or above is required for this course.*

This course provides an overview of essential accounting and financial concepts that have an impact upon resources in a profit/not-for-profit organization. The focus will be to provide students with a basic foundation for understanding an organization's accounting reports, financial statements, ratio analysis, budgets, and cost/volume/profit relationships.

**ACC 201****Financial Accounting**

*A grade of C or above is required for this course.*

*Prerequisite: ACC 101*

This course builds on the basic skills that were developed in ACC 101. Topics include: analysis of the balance sheet, cash, inventories, investments, tangible fixed assets, liabilities, intangible assets and miscellaneous topics. Material covered includes the utilization and interpretation of accounting principles, a detailed study of deferrals and accruals, plant and intangible assets, partnership and corporate forms of ownership, stocks and bonds, and their effect on business decisions, and financial statement analysis.

**ACC 203****Intermediate Accounting I**

*A grade of C or above is required for this course.*

*Prerequisite: ACC 201*

This course is a continuation of Financial Accounting. It begins with a review of fundamental accounting principles, and then moves on to an intensive study of financial statements, including the income statement, statement of cash flow and balance sheet and their interrelationship.

**ACC 204****Intermediate Accounting II**

*A grade of C or above is required for this course.*

*Prerequisite: ACC 203*

This course is a continuation of Intermediate Accounting I. It continues by providing a more in-depth analysis of a company's balance sheet with the study of inventories, fixed assets, and liabilities.

**ACC 222****Managerial Accounting**

*Prerequisite: ACC 201*

The course covers managerial accounting and how it is used by managers within organizations, to provide them with the basis to make informed operational business decisions. Topics emphasized are pro forma financial statements, budgets, cash flow analysis, forecasting, direct costing, break-even analysis, and capital expenditures.

# COURSE DESCRIPTIONS

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## ACCOUNTING (ACC)

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### **ACC 225**

#### **Introduction to Taxation**

*Prerequisite: ACC 102*

An introductory tax course, ACC 225 covers the overall tax environment; Internal Revenue Service tax rules and regulations for the corporation and individual; tax planning; and basic corporate, individual, and partnership tax returns.

### **ACC 301**

#### **Auditing**

*Prerequisite: ACC 204*

This course covers the principles of auditing and other assurance services. It covers professional standards, professional ethics, audit evidence, audit planning, audit risk, audit reports, Sarbanes-Oxley Act, internal control, and the role of the Securities and Exchange Commission.

### **ACC 303**

#### **Cost Accounting**

*Prerequisite: ACC 204*

This course covers the principles of cost concepts, cost behavior, and cost accounting techniques in manufacturing and service businesses, as well as how to determine the cost of products and services to set selling prices, bid on contracts, and analyze the relative profitability of various products and services. This course will help students understand how to use the accounting system as an effective information tool for management.

### **ACC 304**

#### **Computerized Accounting**

*(Prerequisite: ACC 204) 3 credits*

This course studies accounting as it is practiced in a computer-based financial information environment. An important learning objective of this course is the completion of the accounting cycle, design, and management of integrated accounting systems, preparation of computer-generated financial statements, and various special reports. Integrated modules include those commonly found in computer-based accounting systems. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, taxes, sales, purchases, financial statement analysis, payroll, internal controls, and system setup.

### **ACC 325**

#### **Taxation**

*(Prerequisite: ACC 204) 3 credits*

This course covers the Internal Revenue Code for corporate, individual, and partnership taxation. Topics include tax compliance, tax policy, financial planning, taxable income, allowable deductions, and filing requirements.

### **ACC 401**

#### **Advanced Accounting**

*Prerequisite: ACC 204*

Students will study corporate and multinational consolidations in accounting, as well as international accounting standards, foreign currency transactions, interim reporting, and the Securities and Exchange Commission.

### **ACC 410**

#### **Government & Non-Profit Accounting\***

*(Prerequisite: ACC 204) 3 credits*

This course examines the theories and practices of accounting for government and nonprofit entities. There will be an exploration of how accounting standards are met by utilizing the information and reporting requirements under the Generally Accepted Accounting Principles (GAAP). Students will have the opportunity to complete the 990 form.

### **ACC 425**

#### **Special Topics — Accounting**

*A grade of C or above is required for this course.*

*Prerequisites: ACC 204, ACC 225, ACC 301, ACC 303, and FIN 401 courses must be completed or concurrently enrolled.*

Students will research special topics that will change based on current events and issues in the field of accounting. The topics are intended to prepare the student for the workplace and graduate school. Due to their ongoing importance in business, cases in professional ethics and issues in international accounting will receive special attention.

## BUSINESS (BUS)

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### **BUS 100 (Formerly MGT 101)**

#### **Introduction to Business**

Apply an interdisciplinary approach to study the role of the American business system in a global, political, and economic perspective. Topics include the historical development of the American business system; comparison of economic philosophies; functions of management, marketing, finance, and organizational structure; governments' intervention in business activity; the international business environment; and social responsibility.

### **BUS 250**

#### **Associate Business Capstone Course**

*A grade of C or above is required for this course.*

*Prerequisites: ACC 101, ACC 102, BUS 100, ECO 101, ECO 102, and MKT 101*

This associate level capstone course in business will examine management theory and functions, leadership, decision making, organizations as systems, and organizational structure and design. Theory will be applied to current management problems and issues through case studies. As a requirement for this course, students will take a standardized test, the Major Field Test (MFT) in Business, to measure their academic achievement in the business curriculum. The MFT in Business contains multiple-choice items designed to measure students' ability in the following areas: accounting, economics, management, and marketing.

### **BUS 440**

#### **Applied Business Research**

*A grade of C or above is required for this course.*

*Prerequisites: ACC 105, MAT 105, and HRM 306*

This course is designed to assist students with integrating research skills and professional business practices by providing an opportunity to apply current research to a business program. The purpose of business research is to assist managers in making more informed and responsible decisions. Therefore, students will be given the opportunity to sharpen critical thinking processes by studying and applying quantitative methods to problem solving.

### **BUS 450 (Formerly MGT 450)**

#### **Policy and Strategy Formulation**

*A grade of C or above is required for this course.*

*Prerequisites: BUS 250, FIN 401, and MGT 404*

This capstone course will integrate business knowledge and concepts for the purpose of policy making and strategy formulation. Students will develop a total organization approach to problem solving through case studies and a management simulation. As a requirement for this course, students will take a standardized test, the Major Field Test (MFT) in Business, to measure their academic achievement in the business curriculum. The MFT in Business contains 120 multiple-choice items designed to measure students' ability in the following areas: accounting, economics, finance, law, management, marketing, and quantitative analysis.

### BUSINESS INFORMATION SYSTEMS (BIS)

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#### **BIS 101**

##### **Introduction to Word Processing & the Internet**

Students will learn the fundamental information and computer literacy topics needed by anyone who works with computers and how to use the Internet as a research tool, how to locate and evaluate information, and how to document their use of reference sources. Privacy and security issues pertaining to the Internet will be discussed. Additionally, the course will cover the basics of word processing in Microsoft Word, including editing, formatting, creating tables, and inserting graphics, borders, and images. This course is intended for students with little or no prior experience with computers or the Internet. Those already familiar with basic word processing and Internet use should take BIS 109 instead.

#### **BIS 109**

##### **Information Searching and Presentation**

Enhance the ability to effectively locate, evaluate and use online information. Keyword selection, Boolean logic operators, wildcards, and other search tips will be included. Students will develop presentations using Microsoft PowerPoint and practice effective presentation design and delivery. Students who complete this course will have the fundamentals needed to prepare for the Microsoft Office Specialist certification exam on Microsoft PowerPoint.

This course is intended for students familiar with basic word processing and Internet use. Those with little or no prior experience with computers or the Internet should take BIS 101 instead.

#### **BIS 111**

##### **Application Software Fundamentals**

*Prerequisite: BIS 101 or BIS 109*

Become familiar with software applications used in the workplace, and have hands-on practice with the fundamental aspects of these applications. This course will cover the desktop operating system along with Microsoft PowerPoint, Excel, Access, and Outlook. Students will learn the practical application of these programs in business contexts and learn to make effective decisions when selecting where and how to use these applications.

#### **BIS 112**

##### **Programming Concepts**

*Prerequisites: ITN 100 and MAT 102*

An introduction to object-oriented programming, topics explored include the concepts of objects, methods, events, modularity, and logical structure. In this course, students will write, test, debug, and document their own basic computer programs.

#### **BIS 201 (Formerly Internet Concepts)**

##### **HTML and the World Wide Web**

*Prerequisite: BIS 101 or BIS 109*

Experience a hands-on introduction to website design and implementation. Students will learn HTML markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

#### **BIS 215**

##### **Spreadsheet Intermediate Concepts**

*Prerequisite: BIS 111*

Move on to intermediate concepts of spreadsheets using Microsoft Excel and apply these concepts to projects designed for the workplace. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.



# COURSE DESCRIPTIONS

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## BUSINESS INFORMATION SYSTEMS (BIS)

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### **BIS 216**

#### **Database Intermediate Concepts**

*Prerequisite: BIS 111*

Students will be exposed to intermediate database concepts and techniques using Microsoft Access. Topics covered include database design, querying, maintenance, and the creation of forms and reports. The practical application of these concepts is emphasized through projects designed for the workplace. Material covered includes subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.

### **BIS 224**

#### **Concepts in Desktop Programming**

*Prerequisites: BIS 101 or BIS 109 and ITN 100*

Learn about programming logic and design. Topics include program structure, looping, branching, modularization and documentation. Students will learn how to take a business problem, conceptualize it, and apply good design practices to solve the problem.

### **BIS 245**

#### **Using Visual Basic in Application Development I**

*Prerequisite: BIS 224*

Learn to program an application development solution using Visual Basic.NET. Program design, graphical user interfaces, variables, constants, data types, and expressions are covered.

### **BIS 314**

#### **Word Processing Advanced Concepts**

*Prerequisite: BIS 111*

Advanced concepts of word processing using Microsoft Word are presented. Students will apply these concepts to projects designed for the workplace and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Word.

### **BIS 315**

#### **Spreadsheet Advanced Concepts**

*Prerequisite: BIS 215*

Students will apply advanced concepts of spreadsheets using Microsoft Excel to projects designed for the workplace, and will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Excel.

### **BIS 316**

#### **Database Advanced Concepts**

*Prerequisite: BIS 216*

Use Microsoft Access to explore advanced concepts of databases and apply these concepts to projects designed for the workplace. Topics include the Structured Query Language (SQL), database administration, and application development components of Access including switchboards, macros, and Visual Basic for Applications. Students will be exposed to subject matter tested on the Microsoft Office Specialist exam for Microsoft Access.

### **BIS 317**

#### **Visual Basic for Applications**

*Prerequisites: BIS 215 and BIS 224*

Develop the skills and knowledge for application development using the programming features of Microsoft Office by completing exercises using Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft PowerPoint. Learn about the Visual Basic Editor, object models, variables, and programming structures such as case statements, do...loop, for...next, and other statements. Use the Visual Basic for Applications programming language to create professional applications in a hands-on programming environment.

# COURSE DESCRIPTIONS

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## BUSINESS INFORMATION SYSTEMS (BIS)

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### **BIS 325**

#### **Using Visual Basic in Application Development II**

*Prerequisite: BIS 245*

Topics covered in this course are intermediate VB.NET programming details and techniques. Students will program application development solutions that require decision making, iteration, multiple forms, menus, common dialogs, functions, and arrays. Debugging and creating executable files are also included.

### **BIS 330**

#### **JavaScript Programming**

*Prerequisites: BIS 201 and BIS 325*

Expand on the knowledge gained in BIS 201 and BIS 325 by further investigating the development of web pages using JavaScript programming language. Some of the topics explored include how to create banners, rollovers, slide shows, status bar messages, new windows, form validations, and random quotes using JavaScript.

### **BIS 345**

#### **Using ASP.NET in Application Development**

*Prerequisites: BIS 201 and BIS 325*

Students will develop web applications using ASP.NET and VB.NET, web programming concepts, ASP.NET techniques and related tools and technologies are covered.

### **BIS 402**

#### **Systems Analysis and Design**

*Prerequisite: MIS 302*

Discover the principles, practices, and tools of modern systems analysis and design. Established and evolving methodologies for the development of business-related computer information systems are presented. Students are exposed to the full software development lifecycle, with an emphasis on requirements analysis and the creation and representation of design specifications. The roles of systems analysts, computer programmers, and end users in the development, installation, and maintenance of an information system are investigated.

### **BIS 403**

#### **Applied Systems Design**

*Prerequisite: BIS 402*

Use the systems development skills learned in BIS 402 and apply them to a business problem. Working in teams, students analyze a business problem and design a systems-based solution. Teams make presentations highlighting their proposed designs and deliver a final system analysis report to the management of a hypothetical client.

### **BIS 415**

#### **IT Capstone in Programming and Desktop Applications**

*A grade of C or above is required in this course.*

*Prerequisite: All IT classes required for the bachelor's degree must be completed or concurrently enrolled.*

The capstone serves as a final assessment of the program outcomes for the Programming & Application Development and Desktop Applications for Business concentrations. The capstone project provides students the opportunity to assimilate and apply the knowledge and skills they have acquired throughout their degree program. Students are encouraged to choose capstone topics that will benefit both themselves and their current or prospective employers.

# COURSE DESCRIPTIONS

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## BUSINESS INFORMATION SYSTEMS (BIS)

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### **BIS 425** **Using Databases in Application Development**

*A grade of C or above is required in this course.*

*Prerequisite: BIS 345*

Program an application development solution using SQL, ASP.NET and VB.NET. Testing and debugging concepts are covered as well as expanding the application development solution to include a sophisticated database.

### **BIS 445** **Extensible Markup Language (XML)**

*Prerequisite: BIS 201*

Use the Extensible Markup Language (XML) to create and structure documents to be delivered over the Web. Projects will cover validation using Documentation Type Definitions (DTD) and XML Schemas, formatting with Cascading Style Sheets and XSLT, and the creation of Computational Style Sheets.

## COMMUNICATION (COM)

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### **COM 112** **Effective Speech Communication**

Study and practice oral communication, written speech construction, rhetorical devices, and presentational skills. Organization and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior are all emphasized.

### **COM 202** **Intercultural Communication**

*Prerequisite: A grade of C or above in ENG 101.*

Examine the concept of valuing differences by developing skills in understanding and working with persons from backgrounds different from student's own, including differences in work ethic, ethnicity, gender, age, socioeconomic status, education, and sexual orientation. Through class assignments, this course also requires students to apply, in their day-to-day activities, the intercultural communication skills they have acquired during the class.

### **COM 345** **Advanced Communication Skills**

*Prerequisite: Two English and/or Communication classes, one of which must be ENG 101*

Refine and reinforce both oral and written communication skills appropriate for academic and professional settings. Requirements include, but are not limited to, oral presentations and written assignments particular to program majors. Knowledge of PowerPoint and research skills is also emphasized. Prior completion of BIS 109 and/or BIS 111 is strongly recommended.

## COURSE DESCRIPTIONS

### Cooperative Work Experience (CWE) Education

Students planning to take cooperative work education (Co-op) for their associate or bachelor's degree must first take a preparatory workshop to prepare for the Co-op program. Both the Co-op and the Pre-Co-op Workshop are 14 weeks in length so students should work with their Program Advisor to be sure they plan ahead for the time requirements. The prerequisite workshop must be taken after 30 credits for the associate degree program and/or 90 credits for the bachelor's degree program. Students are responsible for securing their co-op location, however Career Development Services provides the student support. All cooperative work experiences are optional. The supervised work experiences provide students with the opportunity to observe

and participate in actual organizational processes in their area of special interest. A comprehensive work report is required of all students. Co-op experiences may be either three credits (which requires 135 hours completed at the Co-op location) or six credits (which requires 270 hours completed at the Co-op location). To participate in Co-op, students must consult their Program Advisor and must contact Career Development Services once they are registered for the Pre-Co-op Workshop. Students must typically hold a 2.0 GPA to participate. Students who fall below the required GPA must obtain a waiver. Co-op is not available in every concentration and every degree program. Co-op experience is available in the following concentrations and programs:

COOPERATIVE WORK EXPERIENCE			
Course Code	Pre-Co-op Workshop Days/Times	Degree	Credits
CWE 098 AT	Pre-Co-op Workshop — Tuesdays, 4:30 pm–5:30 pm	associate	0
CWE 099 BW	Pre-Co-op Workshop — Wednesdays, 4:30 pm–5:30 pm	bachelor's	0
CWE 104 A3	Business Administration / Management	associate	3
CWE 116 A3	Paralegal Studies	associate	3
CWE 120 A3	Information Technology / Technology Management	associate	3
CWE 124 A3	Information Technology / Desktop Applications for Business	associate	3
CWE 125 A3	Information Technology / Programming and Application Development	associate	3
CWE 126 A3	Information Technology / Networking, Administration, and Security	associate	3
CWE 304 A3	Business Administration / MGT/HRM/ENT/Professional Studies	bachelor's	3
CWE 305 A3	Business Administration / Accounting	bachelor's	3
CWE 306 A3	Business Administration / Marketing	bachelor's	3
CWE 310 A3	Business Administration / Business Law	bachelor's	3
CWE 320 A3	Information Technology / Technology Management	bachelor's	3
CWE 324 A3	Information Technology / Desktop Applications for Business	bachelor's	3
CWE 325 A3	Information Technology / Programming and Application Development	bachelor's	3
CWE 326 A3	Information Technology / Networking, Administration, and Security	bachelor's	3
CWE 406 A3	Business Administration / Accounting	bachelor's	3

  

Course Code	Cooperative Work Experience — 6 Credit	Degree	Credits
CWE 416 A6	Paralegal Studies	bachelor's	6
CWE 424 A6	Information Technology/ Desktop Applications for Business	bachelor's	6

## ECONOMICS (ECO)

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### ECO 101

#### Macroeconomics

Macroeconomics is a principles course that focuses on the aggregate economic variables of employment, output, and prices. The course serves as both an introduction to economics and as a survey of basic models of macroeconomic analysis. Topics include an investigation of the nature, scope, and methodology of economics; elementary models of supply, demand, and comparative statics; national income accounting; the business cycle, employment, and price level determination; fiscal policy; money and banking; and monetary policy.

### ECO 102

#### Microeconomics

Microeconomics is a principles course that focuses on the behavior of households and firms as economic agents. Topics include a review of the basics, including the nature of the economics discipline, elementary models of supply and demand and comparative statics; an extension of supply and demand analysis through own-price elasticity with applications; the theory of consumer choice and utility maximization; the theory of the firm under perfect competition and pure monopoly; resource pricing and input decisions, and the microeconomic aspects of international trade.

### ECO 340

#### International Economics

*Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.*

International Economics presents an in depth study of international trade. Students will analyze why nations trade and invest, the gains from trade and investment, and the magnitude of these activities. Topics include trade restrictions, the costs of protection, foreign exchange markets, and the balance of payments.

### ECO 350

#### Managerial Economics

*Prerequisites: ECO 101 and ECO 102 with a C or above. MAT 102, MAT 109, and MAT 210 are recommended.*

Managerial Economics applies microeconomic theory to practical business applications, focusing on pricing, production, and resource allocation issues useful in decision-making. Topics include demand, the theory of the firm, production and costs, pricing decisions, demand estimation, game theory, and the theory of risk.

## ENGLISH (ENG)

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### ENG 101

#### English Composition

*A grade of C or above is required for this course.*

Students will develop clear, logical, and forceful expository writing skills with emphasis on planning, structuring, developing, and documenting essays. Readings, observations, and discussions provide students with a basis for writing about themselves and their world. Research techniques are also included. This course is required of all students.

### ENG 202

#### Introduction to Literature

*Prerequisite: A grade of C or above in ENG 101*

This course focuses on reading, writing, and discussion about significant works of literature through the genres of short fiction, drama, and poetry. Students will be introduced to literary terminology, thematic devices, and critical interpretations of the texts.

## COURSE DESCRIPTIONS

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### ENGLISH (ENG)

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#### ENG 205

##### American Literature

*Prerequisite: A grade of C or above in ENG 101*

This course will examine some of the most important literary trends in American literature with an emphasis on the relation of literature to American history and culture. The course provides a general introduction to literary theory and focuses on critical analysis of selected texts.

#### ENG 219

##### The Essential Shakespeare

*Prerequisite: A grade of C or above in ENG 101*

Delve into Shakespeare's tragedies, comedies, histories, and sonnets through examining these works with intensive class discussion, creative and expository writing, and dramatic presentation. Additionally, explore the historical, political, and cultural influences that helped to shape many of Shakespeare's plays and poems. Finally, analyze why Shakespeare's plays continue to be read for academic and personal fulfillment and performed both on stage and in film.

#### ENG 330

##### Contemporary Literature

*Prerequisite: A grade of C or above in ENG 101*

Experience the contemporary work (1970-present) of selected poets, fiction writers, and dramatists who have explored major societal issues such as sexuality, religion, and war. Students will be exposed to literary theory and will focus on major literary concepts such as aesthetic distance, art and morality, authenticity, and ambiguity. This course emphasizes discussion, debate, and written expression of themes, thematic devices, and critical analysis of the selected texts.

## ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT (ENT)

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#### ENT 200

##### Introduction to Entrepreneurship/Small Business Management

*A grade of C or above is required for this course.*

*Prerequisite: BUS 100*

Students explore entrepreneurial processes and outcomes in this introductory course. Opportunity identification through analysis of industry niches will be reviewed. Students will develop the skills needed in order to turn a business opportunity into reality. Business plans, launch decisions, and obtaining risk capital will be studied.

#### ENT 225

##### Accounting, Finance, and Tax for Smaller Businesses

*Prerequisite: ACC 102*

Accounting systems, financial plans, and budgets for small businesses are some of the material covered in this course. Financing sources for start-up and growing businesses are examined. Income tax considerations in choosing a type of business organization are discussed.

## COURSE DESCRIPTIONS

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### ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT (ENT)

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#### ENT 280

##### Entrepreneurial Marketing

*A grade of C or above is required for this course.*

*Prerequisite: MKT 101*

Focus is placed on marketing concepts as applied in the real world by entrepreneurs. Entrepreneurial marketing topics are presented, including customer segmentation, product/service development, marketing promotion, and sales channel development.

#### ENT 401

##### Entrepreneurial Strategies and Tactics

*A grade of C or above is required for this course.*

*Prerequisites: ENT 200 and ENT 225*

Students will consider the various types of entrepreneurial entry strategies, factors influencing the selection of an appropriate strategy, and the translation of that strategy into effective tactics.

#### ENT 425

##### Special Topics — Entrepreneurship/ Small Business Management

*A grade of C or above is required for this course.*

*Prerequisites: ENT 200 and ENT 225*

This course will cover special topics that will change based on current events and issues of importance to the entrepreneur or small business manager.

The topics are intended to prepare the student for a leadership role in operating a successful small business. Due to their ongoing importance in business, cases in professional ethics and issues in international management will receive special attention.

### FINANCE (FIN)

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#### FIN 201

##### Introduction to Finance

*A grade of C or above is required for this course.*

*Prerequisite: ACC 201*

This course covers the major concepts and techniques of financial management. The following topics will be emphasized: the time value of money, capital budgeting, financial statement analysis, financial forecasting, short-term financial management, and the role of financial management in the corporation.

#### FIN 401

##### Financial Analysis

*A grade of C or above is required for this course.*

*Prerequisite: FIN 201*

This course helps students develop the skills they will need for making financial information management decisions in the context of planning and controlling the business enterprise. This course will emphasize the development of decision-making criteria in dealing with topics such as financial planning, capital budgeting, financing international trade, working capital, risk assessment, interest rates, debt and equity management.

# HEALTH INFORMATION TECHNOLOGY (HIT)

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### HIT 101

#### **Introduction to Health Information Management (HIT Only)**

*A grade of C or above is required for this course.*

*Prerequisite: Membership in AHIMA*

This course introduces the Health Information Technology (HIT) student to health data collection, data abstraction, enhanced coding, and monitoring, maintenance, and reporting activities while maintaining the highest standards of data integrity, confidentiality, and security. This course serves as a guide to the breadth of knowledge and competencies required of HIT professionals.

### HIT 125

#### **Medical Terminology (HIT/HIM/HCA)**

*A grade of C or above is required for this course.*

This course examines the structure of the language of medicine with an emphasis on analysis of components, meaning, spelling, and pronunciation. The student will build a medical vocabulary applicable to body systems, the clinical laboratory, diagnostic testing, and healthcare in general.

### HIT 215

#### **Legal Issues in Health Information Management (HIT/HIM)**

*Prerequisites: COM 112, HIT 101*

This overview of the legal issues facing the health information professional will cover topics such as civil procedure, the medical record as evidence, legal precedents, labor law, medical staff organization, risk management, quality improvement, and compliance. The student will learn how to respond to requests for uses and disclosures of health information and how to protect patient information.

### HIT 218

#### **Healthcare Reimbursement (HIT/HIM/HCA)**

Reimbursement methodologies are studied as they relate to a variety of healthcare settings, payers, and patient populations. Case mix analysis, charge master description, revenue cycle management, claims processing, and fraud and abuse are discussed. This course will provide the student with an overview of accounting and financial terms used by healthcare managers.

### HIT 220

#### **ICD-9-CM Coding (HIT/HIM)**

*A grade of C or above is required for this course.*

*Prerequisites: SCI 250, HIT 101 & 125, BIS 109*

Designed as a comprehensive introduction for the health information student, this course covers the basic principles and conventions of ICD-9-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documentation. The course also addresses the upcoming implementation of ICD-10-CM/PCS, along with the similarity and differences between the two systems.

### HIT 225

#### **CPT/Outpatient Coding (HIT/HIM)**

*A grade of C or above is required for this course.*

*Prerequisites: SCI 250, HIT 101 & 125, BIS 109*

This course provides basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) and the Healthcare Procedural Coding System (HCPCS), including the location and formation of CPT codes and CPT coding conventions. The student will learn to apply coding guidelines from the American Medical Association (AMA) and the Centers for Medicare and Medicaid Services (CMS) to ensure accuracy and proper documentation in code assignment.

### HIT 250

#### **Quality and Performance Improvement in HIM (HIT/HIM)**

*Prerequisite: SOC 240*

This course provides the health information student with a comprehensive view of quality and performance improvement programs in healthcare today and includes hands-on-practice in applying analytical and graphic tools used in performance and quality improvement.

### HIT 297

#### **HIT Professional Practice Workshop**

A student enrolled in the Associate in Science degree program in Health Information Technology must take this workshop in preparation for HIT 299 Professional Practice II. The HIT student will enroll in the HIT 297 workshop after 30 credits in the program have been completed and in the semester prior to enrolling in HIT 299.



# HEALTH INFORMATION TECHNOLOGY (HIT)

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## HIT 298

### Professional Practice I

*Prerequisite: HIT 101*

In this course, the student will use the AHIMA VLab for supervised professional practice in Health Information Technology. This hands-on approach will give the student the knowledge and experience needed to develop competency in the following areas: data management, chart deficiency, chart tracking systems, ICD-9-CM and CPT coding, release of information, and transcription.

## HIT 299

### Professional Practice II

*A grade of C or above is required for this course.*

*Prerequisites: HIT 297, HIT 298, Approval of Healthcare Site*

In this course, the student will use various clinical sites for supervised professional practice in Health Information Technology. This hands-on approach will allow the student to apply all Entry Level Competencies and Knowledge Clusters that were learned in the HIT courses and apply them to real life situations in the Health Information Management department.

# HEALTHCARE ADMINISTRATION (HCA)

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## HCA 101

### Introduction to Healthcare Administration

3 credits

This introductory course includes an overview of the healthcare administration. The course will assist the student in developing the necessary foundation for professional development in healthcare administration. Topics such as quality care, healthcare planning and policy making, and ethics are also covered.

## HCA 210

### Healthcare Delivery in the United States (HIT/HIM/HCA)

*A grade of C or above is required for Healthcare Administration students.)*

*(Prerequisite: HCA 101)*

An introduction to the historical development, structure, and operation of major components of the American healthcare delivery system, this course reviews the evolution of the healthcare system's features, the organization and delivery of healthcare services, health policy formulation, allocation of healthcare resources, and the relation of healthcare costs to measurable benefits. Other topics include the impact of medical technology, research findings, and societal values on the evolving American health care delivery system.

## HCA 217

### Facility Planning

3 credits

This course will provide an overview of the legal and regulatory challenges of facility planning and development. Students will analyze facility designs, explore healthcare consumer utilization trends, and study regulatory compliance requirements.

## HCA 218

### Healthcare Reimbursement

3 credits

Reimbursement methodologies are studied, as they relate to a variety of health care settings, payers and patient populations. Case mix analysis, charge master description, revenue cycle management, claims processing and fraud and abuse are discussed. This course will provide the student with an overview of accounting and financial terms used by health care managers.

## HCA 219

### Chart Auditing

*(Prerequisite: HIT 125) 3 credits*

This course applies the skills and knowledge learned in medical coding to auditing patient-visit documentation. The course will define the role of clinical documentation in the delivery of quality care for the patient. The students will explore the development of a Clinical Documentation Improvement (CDI) Program in the collecting, analyzing, and reporting of clinical data.

### HEALTHCARE ADMINISTRATION (HCA)

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#### HCA 302

##### Legal Issues in Healthcare

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

This course presents an overview of the legal issues facing the health care industry. It provides students with a basic working knowledge of health law. It is a comprehensive and inclusive review of a wide variety of health care legal issues. Students are provided with a realistic knowledge of health law and its application to the real world.

#### HCA 330

##### HIPAA for the Healthcare Manager

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

This course is a introduction to HIPAA. It begins with a review of HIPAA regulations, and then moves on to an intensive study of implementation and compliance with HIPAA. The student will be introduced to the Privacy and Security HIPAA regulations as they apply to the healthcare setting.

#### HCA 405

##### Financing Healthcare

*A grade of C or above is required for this course*

*(Prerequisites: ACC 105, All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

The course is designed to introduce nonfinancial students and managers to the fundamental concepts and skills necessary to succeed as managers in an increasingly competitive employment environment. The focus of this course extends beyond the hospital. The course outlines financial management and the tax status of healthcare organizations. In addition, the course examines third party payers and payment methodologies, cost accounting and analysis, and rate setting are explored in detail. Moreover, management and financing of working capital, materials management, accounts receivable, strategic and financial operational planning, and financial statements and managerial reporting are detailed in the book for the healthcare professional.

#### HCA 413

##### Healthcare Management Strategies

*A grade of C or above is required for this course*

*(Prerequisite: MGT 210, All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

The fundamental concepts of management theory as applied to healthcare are explored. This course examines the organizational structure of the healthcare delivery system and administrative processes such as planning, problem solving, and decision making. Students will explore major issues and problems confronting healthcare administrators and how to create and sustain a quality and productive environment.

#### HCA 415

##### Healthcare Marketing

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

This course provides a comprehensive overview of the role of marketing in healthcare. Topics included will encompass the history of marketing in the healthcare industry, contributions of marketing to the strategic goals of organizations, and the effects of marketing on public relations. Students will examine the traits, trends, and needs of the consumer and consumer literature and web sources for readability and implications for selecting products and services.

#### HCA 420

##### Health Information Systems Administration

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

This course examines the processes used in selection, application, and evaluation of computer software and hardware and the integration of technology in the healthcare environment. Students will learn about making informed business decisions for the application and use of healthcare technology.

### HEALTHCARE ADMINISTRATION (HCA)

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#### HCA 430

##### Healthcare Ethics

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

This course will examine ethical issues in areas such as chronic care, beginning and end of life, distributive justice, and the right to healthcare. Responsibilities and challenges of managing patients whose ethics may be divergent are identified. Students will examine their personal ethics with regarding healthcare issues.

#### HCA 440

##### Public & Community Health

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

Healthcare students will be introduced to the development of the public health system and will examine the impact of environmental factors on disease trends and communicable disease controls. Students will develop skills in community assessment and health promotion strategies. The course will explore population health.

#### HCA 450

##### Healthcare Quality Management

*A grade of C or above is required for this course*

*(Prerequisite: All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

Students will learn about the relationships between healthcare quality and organizational performance management. The course will introduce the rationale for performance management and the role of the governing body of the organization to ensure compliance with accreditation standards and regulations. Quality assurance in processes, the management of outcomes, and the significance and statistical application of measurement of outcomes will be included in the course.

#### HCA 460

##### Healthcare Planning & Policy Development

*A grade of C or above is required for this course*

*(Prerequisites: ECO 101 & 102, All required 100 & 200 level HCA/HIT courses must be completed.) 3 credits*

The role of economic theory, special interest groups, and key governmental and non-governmental participants involved in planning and policy making will be studied. Students will learn the intricacies of public policy making and its influence on society. The history of policy making will be evaluated and future challenges will be examined.

#### HCA 480

##### Capstone in Healthcare Administration

*A grade of C or above is required for this course*

*(Prerequisites: all HCA/HIT courses required for the bachelor's degree must be completed or concurrently enrolled) 3 credits*

The fundamental concepts of strategic management theory as applied to healthcare are explored as the final course in HCA. The course will define and explore knowledge and skills of strategic management. Students will explore major issues and problems confronting health care managers. The students will apply knowledge and experience from all courses in order to complete the Capstone Project.

#### HCA 490

##### Selected Topics in Healthcare

*A grade of C or above is required for this course*

*(Prerequisites: all HCA/HIT courses required for the bachelor's degree must be completed or concurrently enrolled) 3 credits*

The professor of this course will identify a special topic that will change based on current events and issues in the field of healthcare administration. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employer. In addition, 2 weeks will be utilized to discuss careers opportunities and identity theft. The remaining topics are to be defined as the course is scheduled.

### HISTORY (HIS)

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#### **HIS 105**

##### **United States History I**

In this course, students study United States history from the Age of Discovery/Exploration to the end of the Civil War, with emphasis on political developments, economic, social, intellectual, and cultural achievements. Students are encouraged to compare/contrast some of these developments/achievements to contemporary issues.

#### **HIS 106**

##### **United States History II**

Students will study United States history from Reconstruction to the 21st century with emphasis on political developments and economic, social, intellectual, and cultural achievements. To have a better understanding of these developments and achievements, students are encouraged to compare/contrast current political, economic, social, and cultural issues to those of the 21st century.

#### **HIS 250**

##### **Global Cultures I**

This class covers the important civilizations of the western and non-western world from early antiquity to 1500 C.E. The course examines the contributions of Asians, Africans, and Europeans in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the growth of world trade.

#### **HIS 260**

##### **Global Cultures II**

The course explores the important civilizations of the western and non-western world from 1500 C.E. to the present by examining the contributions of Asians, Africans, Europeans, and Amerindians in terms of cultural and religious attitudes, artistic achievements, socio-economic developments, and the expansion of world trade. The course also includes the spread of Marxism and impact of western ideas on non-western nations.

#### **HIS 320**

##### **African Civilizations**

A survey of Africa's contributions to world history and civilizations from 5000 B.C.E. to 1800 C.E. is presented with an intensive analysis of the major issues in African civilizations. Students will learn about different African civilizations and what roles these civilizations played in other world civilizations.

### HUMANITIES (HUM)

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#### **HUM 105**

##### **World Religions**

The major world religions will be examined: Hinduism, Buddhism, Judaism, Christianity, and Islam as well as a few small scale traditional religions from around the globe. The course explores these religions as a combination of doctrine, concept, worship, traditions, socio-economic conditions, and environment from a perspective of intercultural appreciation and understanding.

#### **HUM 107**

##### **Introduction to Gender Issues**

Explore the cultural, religious, socio-economic, and political forces that have shaped and defined gender issues historically. Topics such as marriage and the family, gender and race relations, identity and socialization, and work-related issues are discussed.

# COURSE DESCRIPTIONS

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## HUMANITIES (HUM)

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### **HUM 108** **Introduction to the African American Experience**

Discover the history, methodology, and relevance of Afrocentricity within academia and the workplace. Topics covered include an overview of African American history, economics, politics, religion, and family. The understanding of these various topics fosters better race relations in America and the world.

### **HUM 225** **Music and Art of the 20th Century**

This course will introduce the various movements in music and art of the 20th century. The course will expose students to the primary figures of 20th century music and art as well as the relationship that exists between the two disciplines.

### **HUM 300** **The Great Thinkers**

This course introduces some of the great thinkers and their writings from a variety of historical periods. These great thinkers raised questions about humanity that are still relevant to the modern world. The course will explore different ways of thinking which can be applied to other coursework, as well as the student's personal and professional life.

## HUMAN RESOURCE MANAGEMENT (HRM)

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### **HRM 270** **Employee Recruitment and Selection**

*A grade of C or above is required for this course.*

*Prerequisite: MGT 210 or BUS 250*

Develop the skills and knowledge required to make effective staffing decisions in this course. Emphasis is placed on the ethical and legal considerations involved in staffing decisions.

### **HRM 280** **Labor Relations**

*Prerequisite: MGT 210 or BUS 250*

Students will review bargaining relationships, arbitration techniques, collective bargaining content, and the use of mediation in resolving conflict.

### **HRM 290** **Compensation Management**

*A grade of C or above is required for this course.*

*Prerequisite: MGT 210 or BUS 250*

In this course, students will examine compensation and reward systems as well as incentive plans to motivate employee performance. Students will have the opportunity to develop and propose compensation programs that could be used in organizations.

### **HRM 301 (Formerly MGT 303)** **Human Resource Management**

*A grade of C or above is required for this course.*

*Prerequisite: MGT 210 or BUS 250*

This course is a survey of the management function from the human resources perspective, with special emphasis on such personnel practices as recruitment, selection and training of staff, motivation and leadership, and performance appraisal.

# COURSE DESCRIPTIONS

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## HUMAN RESOURCE MANAGEMENT (HRM)

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### **HRM 306** **Managing Employment Law in Business**

*Prerequisite: HRM 301*

Students will study government regulations affecting human resource management; the focus will be on how to maintain legal compliance in a business setting.

### **HRM 310** **Training Development and Design**

*A grade of C or above is required for this course.*

*Prerequisite: HRM 301*

In this course, students will consider various theoretical models of training and development. Needs assessment, performance based objectives, and evaluation techniques will be evaluated.

### **HRM 320** **Performance Management**

*A grade of C or above is required for this course.*

*Prerequisite: HRM 301*

This course will assist students with evaluating the strategies of performance management that will enable them to develop effective employee performance plans. Performance management is a style of management designed to encourage desired performance levels and to maintain a relationship with employees in order to sustain the desired performance levels.

### **HRM 330** **HR Information Systems**

*A grade of C or above is required for this course.*

*Prerequisite: HRM 301*

This course focuses on the identification of issues involving the creation, implementation and maintenance of human resource systems. The advantages and disadvantages of having a human resource system will be evaluated. Key models such as staffing, employee development, position management, total compensation, outsourcing options, and professional development are examined.

### **HRM 401** **Employee Benefits**

*A grade of C or above is required for this course.*

*Prerequisite: HRM 301*

Study in-depth the design, administration, and effective communication of employee benefits and work/life balance programs in this upper-division course. Topics presented include measuring the marketplace, selecting and utilizing surveys, developing a competitive benefits program, legal requirements, pros and cons of flexible benefits, impact of federal regulations, controlling the cost of health insurance, aligning retirement programs with organizational objectives, self-insuring, and evaluating and implementing flexible work options such as telecommuting, and alternate work schedules.

### **HRM 425** **Special Topics — Human Resource Management**

*A grade of C or above is required for this course.*

*Prerequisite: HRM 301*

The professor for this course will identify a special topic, which will change based on current events and issues in the field of human resource management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

### INTERNATIONAL BUSINESS (INT)

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#### INT 101

##### **Introduction to International Business and Cultures**

*Prerequisite: BUS 100*

Students will be introduced to the complexities of doing business in the global marketplace. The role of the World Trade Organization (WTO), regional trade agreements, protectionism, and cultural and language differences are a few of the topics to be studied. In addition, the evolution of modern international trade theory, as well as the effect of floating exchange rates on multi-national corporations and trading nations, and balance of payments will be examined.

### INFORMATION SECURITY COURSES (ISC)

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#### ISC 310

##### **Information Security Management**

*Prerequisite: ENG 101*

Material presented in this course comes from the Information Security and Risk Management domain of the CISSP® CBK. Students will learn to define, describe, and discuss the planning, organization, and roles of individuals in identifying and securing an organization's information assets. Students will also learn to recognize policies, procedures, and guidelines used in information security and risk management. Finally, students should be able to explain, from a management perspective, human resource issues as they relate to confidential, proprietary, and private information.

#### ISC 320

##### **Access Control Systems & Methodology**

*Prerequisite: ENG 101*

Material from the Access Control domain of the CISSP® CBK will be covered in this course. Students will learn to identify and apply access control concepts and methodologies. They will also learn how to implement these controls within centralized and decentralized environments across the enterprise's computer systems. Finally, students will identify detective and corrective measures in order to apply them to risks, vulnerabilities, and exposures within a system.

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# COURSE DESCRIPTIONS

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## INFORMATION SECURITY COURSES (ISC)

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### **ISC 350 Telecommunications & Network Security**

*Prerequisite: ENG 101*

Material from the Telecommunications and Network Security domain of the CISSP® CBK will be presented in this course. Students will learn the structure of the OSI reference model and TCP/IP protocols and understand their relationship to various types of network and telecommunication devices. They will also understand the techniques necessary to secure these networks and how to apply security policy to controls. Finally, students will learn to identify methods of attack, intrusion detection, data collection, and evidence preservation.

### **ISC 410 Management Level Cryptography**

*Prerequisite: ENG 101*

In this course, the Cryptography domain of the CISSP® CBK will be covered. Students will become familiar with the basic concepts and application of cryptography, public and secret/shared key algorithms, algorithm types, key distribution and management, and methods of cryptographic attacks. They will also be able to define applications, construction and use of keys, and digital signatures to ensure the confidential transmission of data. Finally, students will understand how cryptographic methods support the standards of data integrity, authenticity, and non-repudiation.

### **ISC 420 Business Continuity & Disaster Recovery Planning**

*Prerequisite: ENG 101*

This course will cover material from the Business Continuity and Disaster Recovery Planning domain of the CISSP® CBK. Students will learn to differentiate between business continuity and disaster recovery. The student will also learn how to plan, analyze, strategize, and implement a business continuity project. Finally, students will learn the associated terminology and steps needed to recover from a disaster.

### **ISC 430 Physical & Operations Security**

*Prerequisite: ENG 101*

Topics presented in this course will cover material from the Physical (Environment) Security and Operations Security domains of the CISSP® CBK. Students will learn to describe the elements involved in choosing a secure site, its design and configuration, and the methods for securing the facility against unauthorized access. Students will also learn to plan for the prevention of equipment and information theft, and for measures to secure the environment and safety of the people, the facility, and its resources.

### **ISC 440 (Formerly Application & System Development Security) Security Models and Application Development**

*Prerequisite: ENG 101*

Students will learn material from the Application Security domain of the CISSP® CBK. Students will learn to describe the security and controls of the systems development process, system life cycle, application controls, change controls, program interfaces, and other concepts used to ensure data and application integrity, security, and availability.



# INFORMATION TECHNOLOGY NETWORKING (ITN)

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### **ITN 100 (Formerly NET 101)**

#### **Introduction to Information Technology**

*A grade of C or above is required for this course.*

This survey course provides a broad-based introduction to information technology for IT students. Topics include an overview of hardware and software systems, networking and the Internet, network security, information systems, eBusiness, systems analysis and design, application programming, and database management. Social, legal, and ethical issues associated with the use and developments of information technology are also discussed.

### **ITN 120**

#### **PC Fundamentals**

*Prerequisite: ITN 100*

This course introduces students to the maintenance, upgrade, and repair of PCs and will cover the exam objectives related to CompTIA's A+ Essentials and IT Technician certifications. Operating system coverage includes installing and configuring Microsoft Windows as well as troubleshooting common software issues. Hardware coverage includes understanding the operation of the system board, mass storage devices, power supplies, and peripheral devices as well as troubleshooting fundamentals.

### **ITN 130**

#### **Networking Fundamentals**

*Prerequisite: ITN 100*

Learn the fundamentals of data communications and networking. Focus will be placed on hardware and software components for the implementation of transmission media, local area networks (LANs), and wide area networks (WANs), network interconnections, network management, protocols, and related technologies. Exam objectives related to CompTIA's Network+ certification are presented. After completing this course, students should be able to apply their understanding of data communication technologies to real-life situations graduates will encounter in the field.

### **ITN 144 (Formerly NET 104)**

#### **Introduction to Network Security**

*Prerequisite: ITN 130*

Students will develop a basic understanding of the network security field and will be prepared for more advanced security topics in the Network Security concentration. Topics covered include general security concepts, data communication security, infrastructure security, and cryptography. The concepts presented in this course map to the exam objectives for CompTIA's Security+ exam.

### **ITN 200**

#### **Server Administration**

*Prerequisite: ITN 130*

Students get a comprehensive overview of the features and functions of Microsoft Windows workstation and server operating systems; this includes an examination of the installation, configuration, management, and networking functionality of Windows in a stand alone as well as large and small network environments. The course objectives are designed around the job-related tasks a support professional must perform using new or modified features in Microsoft Windows. By the end of the course, students will have the ability to configure and support environments running Windows Professional and Server, as well as the requisite knowledge to prepare for the associated Windows Microsoft certification exams.

# COURSE DESCRIPTIONS

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## INFORMATION TECHNOLOGY NETWORKING (ITN)

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### ITN 220

#### Help Desk and Customer Support Concepts

*Prerequisite: ITN 100*

Students will delve into the material related to an IT Help Desk along with effective customer support concepts. Students will learn to recognize the skills, processes, technology, and information needed to run a successful help desk. Using real world computer support examples and case studies, students will learn how to support computer systems, software, and the customers who use them. Troubleshooting and customer service skills are emphasized so that students can apply these skills when they are in the field. Assigned research projects, using the Internet and other resources, provide the opportunity to explore help desk problems and solutions encountered in industry.

### ITN 254

#### Introduction to Cryptography

*Prerequisite: ITN 144*

Students will be introduced to the basics of cryptography. Cryptography is the foundation for all secure transactions between people and companies and is an important step in understanding advanced topics covered in later security courses. Topics covered include private and public key crypto methods, their strengths and weaknesses, and key distribution and digital certificates. In addition, real-world applications and crypto attacks are discussed.

### ITN 264

#### Wireless Network Security

*Prerequisite: ITN 144*

Learn basic wireless network security including vulnerabilities, security options, and costs connected with implementing secure wireless networks. Topics covered include wireless WANs and LANs, Bluetooth, Voice Over Internet Provider (VOIP), wireless cryptography, and designing and implementing a secure wireless network.

### ITN 300

#### Linux Administration

*Prerequisite: ITN 200*

This course provides hands-on experience in the installation, operation, troubleshooting, and administration of the Linux operating system for both workstations and servers. Focus will be on the Red Hat distribution, with some discussion of alternate vendors. After completing this course, students will have the fundamentals needed to assist them in preparing for CompTIA's industry standard Linux+ certification exam.

### ITN 302

#### Linux Networking and Security

*Prerequisite: ITN 144 and ITN 300*

Build on skills obtained in ITN 300 and get hands-on experience in advanced Linux topics such as networking, administration, and security. The first part of the course will cover network technologies and protocols, Linux network configuration, and Linux server applications. The second part of the course focuses on security issues related to Linux, including protection of business assets, user privacy, encryption, VPNs, and network troubleshooting utilities.

### ITN 310 (Formerly Cisco CCNA Routers)

#### Network Routing and Switching I

*Prerequisite: ITN 200 or NET 204*

All aspects of networking as it relates to Cisco Routing and Switching and Cisco CCNA certification exam are presented in this course. Students will also gain hands-on experience in configuring Cisco routers. Upon completion of this course and ITN 311, students will have the fundamentals needed to prepare for the CCNA certification exam.

# COURSE DESCRIPTIONS

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## INFORMATION TECHNOLOGY NETWORKING (ITN)

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### **ITN 311 (Formerly Cisco CCNA Switches) Network Routing and Switching II**

*Prerequisite: ITN 310*

Topics presented in this course expand upon the information presented in ITN 310. Students will learn more about Cisco routers and be introduced to Cisco switches. Students will also gain valuable hands-on experience in the configuration and proper usage of both routers and switches. Upon completion of this course, students will have the fundamentals needed to prepare for the CCNA certification exam.

### **ITN 350 Planning and Maintaining a Network Infrastructure**

*Prerequisite: ITN 200*

In this course, students will plan and build a stable and secure Windows Server network, including planning and configuring the deployment of TCP/IP, WINS, DNS, DHCP, IPSec, routing, remote access, load balancing, clustering, and network security. This course covers the objectives for the Microsoft Planning and Maintaining a Windows Server Network Infrastructure certification exam, Exam 70-293.

### **ITN 404 (Formerly NET 404) Network Security and Defense**

*Prerequisite: ITN 144*

Develop a solid foundation in network security fundamentals with an emphasis on intrusion detection. Students will learn which techniques deter attacks, how to detect intrusion attempts, how to identify vulnerabilities and take appropriate countermeasures, how to respond to break-ins, and how to assess the damage of an attack. The material covered in this course is related to the Security Certified Network Professional (SCNP) Certification exam.

### **ITN 410 Administering Active Directory Services**

*Prerequisite: ITN 350*

This course provides an introduction to the skills necessary for planning, designing, installing, configuring, and administering a Windows Active Directory structure for an organization. Topics covered include design concepts, name resolution, replication, and group policy. This course helps to prepare students for the Windows Active Directory certification exam.

### **ITN 415 Windows Network Security**

*Prerequisite: ITN 410*

This course will help students prepare for the challenges of securing a Windows Server network. Topics covered include secure network design and management, secure implementation of Public Key Infrastructure, VPNs, Internet Information Services, network protocols, and Active Directory. This course covers material related to the Designing Security for a Windows Server Network certification exam.

### **ITN 425 (Formerly IT Capstone in Networking and Security) IT Capstone in Networking, Administration, and Security**

*A grade of C or above is required for this course.*

*Prerequisite: All IT classes required for the bachelor's degree must be completed or concurrently enrolled.*

The capstone serves as a final assessment of the program outcomes for the Networking and Network Security concentrations. Students assimilate the knowledge and skills they have acquired throughout their degree program. Working in teams, they analyze a case study, design and implement a network for the case company, and develop a security plan for the network they have designed. Project teams prepare a written proposal summarizing their findings and present their recommendations to classmates.

## LAW (LAW)

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### LAW 103

#### Business Law

A survey of the basics of the legal system as it applies to the legal environment of business is presented. The course covers basic business law concepts, including contract law, business forms and formation, the Uniform Commercial Code, and the regulatory environment of business.

### LAW 113

#### Law in America

Provides an introduction to, and overview of, the American legal system and how the law affects individuals on a daily basis. Topic coverage includes the various sources of law, legal reasoning, the courts and dispute resolution, the legal profession, governmental power, individual rights, criminal wrongs, family relationships, civil wrongs, contracts, business relationships, and property. Students will be able to distinguish civil law from criminal law and gain a thorough understanding of the litigation process and its objectives and goals.

### LAW 120

#### Legal Research for Business Majors

*A grade of C or above is required for this course.*

*Prerequisite: ENG 101*

Students receive hands-on training in the use and application of primary and secondary legal sources to real world fact scenarios, emphasizing business law related skills and processes. The course covers all modern methods of legal research, including both traditional book-based legal research and electronic legal research tools.

### LAW 125

#### Legal Writing for Business Majors

*A grade of C or above is required for this course.*

*Prerequisite: ENG 101*

Focus on technical writing skills, grammar, punctuation, proofreading, and legal writing principles for Business Law. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda relevant to Business Law. Assignments will utilize legal research skills and proper legal citation format.

### LAW 425 (Formerly LAW 406)

#### Special Topics — Business Law

*A grade of C or above is required for this course.*

*Prerequisites: All required LAW and PLG courses, MGT 310, MGT 404, and HRM 306 must be completed or concurrently enrolled.*

This course identifies a special topic, which will periodically change based on current events and issues in the field of business law. This course requires students to actively engage in research, writing, and discussion to produce a detailed written analysis of the special topic. Students are encouraged to develop material that will benefit both themselves and their existing or potential employers.

## MANAGEMENT (MGT)

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### **MGT 204**

#### **Production and Operations Analysis**

*A grade of C or above is required for this course.*

*Prerequisite: BUS 100*

This course provides an introduction to the how operations managers handle the problems and issues they face on a daily basis. Students will have the opportunity to discuss the basic language, concepts, insights and tools that operations managers utilize in order to gain a competitive advantage for their organizations.

### **MGT 210**

#### **Applied Management Concepts**

*A grade of C or above is required for this course.*

*Prerequisite: BUS 100*

Study management theory and functions, leadership, decision-making, organizations as systems, and organizational structure and design. The role of the manager as a planner, organizer, and director will also be discussed.

### **MGT 304**

#### **Business Ethics**

*Prerequisite: MGT 210 or BUS 250*

Topics covered include classic ethical and moral dilemmas and their applications within the business community. A detailed examination of topical business issues and classical philosophies of ethics leads to an understanding of contemporary business ethics issues.

### **MGT 305**

#### **Concepts in Leadership**

*Prerequisite: MGT 210 or BUS 250*

Learn theories, issues, and characteristics associated with leadership. Issues related to assessing leadership effectiveness and followership behavior are explored. Environmental conditions that influence leadership styles and effectiveness are examined, as well as leadership attributes and skills.

### **MGT 306**

#### **Organizational Dynamics**

*A grade of C or above is required for this course.*

*Prerequisite: MGT 210 or BUS 250*

Examine the ways in which formal organizations function as unique cultures with their own norms, expectations of members, styles of leadership, organizational personalities, and relationships outside the organization. Special emphasis will be put on business organizations and workplace cultures.

### **MGT 310**

#### **Ethical Leadership**

*Prerequisite: MGT 210 or BUS 250*

This course will focus on the ways current and emerging leaders can assess the values that influence their actions. There will be an examination of the ethical dilemmas of leadership, the foundations and context of moral judgment, the moral implication of decision making within an organization and its impact upon staff, morale, personal integrity and citizens. Students will have the opportunity to evaluate the leadership role as it relates to the shaping of an organization's ethical culture. There will be an emphasis on critical thinking, normative decision making and the role of value in implementing policies and managing an ethical organization.

### **MGT 404**

#### **Operations Management**

*A grade of C or above is required for this course.*

*Prerequisites: MGT 210 or BUS 250 and MAT 210*

Discover the direction and control of processes that convert resources into goods and services. Explore the broad areas of systems design, operation, and control. Operations management is the planning, control, and measuring of the progress of a project within the scope of a larger program body. As the global economy expands, these topics become increasingly important in the United States as we struggle to maintain our lead in productivity and competition.

# COURSE DESCRIPTIONS

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## MANAGEMENT (MGT)

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### MGT 405

#### Strategic Management

*A grade of C or above is required for this course.*

*Prerequisites: MGT 210, HRM 301, and MGT 306*

This course will examine the strategic management process of achieving a company's objectives by evaluating the following components: mission/vision, analysis of internal and external conditions, development of long-term goals and strategies, implementing strategies, and evaluating their results.

### MGT 425

#### Special Topics — Management

*A grade of C or above is required for this course.*

*Prerequisites: MGT 310 and HRM 301*

The professor for this course will identify a special topic, which will change based on current events and issues in the field of management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

## MANAGEMENT INFORMATION SYSTEMS (MIS)

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### MIS 110

#### Usability Principles and Interaction Design

This course introduces students to the principles and practice of human-computer interaction (HCI), covering the design, layout and evaluation of effective user interfaces and exposing students to user analysis, usability testing and the role of HCI in the systems development lifecycle. Key topics include requirements data gathering, task analysis, human factors principles, graphical design, heuristic evaluation, and user testing.

### MIS 205

#### Ethical Management of Information Technology

*Prerequisite: ITN 100*

Students are introduced to the enormous impact that ethical and legal issues play in today's information technology world. Students will think critically about the IT profession's responsibilities to its end users, clients, and to society at large. Topics addressed include the ethics of system and software development, privacy, security, intellectual property, and civil liberties. Students are provided with the foundation they need to face difficult and complex situations, make sound personal decisions, set organizational policies in difficult situations, and to make a positive impact in the IT field.

### MIS 302

#### Information Systems Project Management

*Prerequisite: All 100 and 200 level concentration courses must be completed or concurrently enrolled.*

Students will be prepared to manage information systems projects. Students learn the processes and techniques involved in project planning, budgeting, scheduling, and control. Through a case study, students follow a project implementation lifecycle, providing a step-by-step analysis of the management process. Through the use of Microsoft Project, students will gain hands-on experience applying project management techniques. The course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

# COURSE DESCRIPTIONS

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## MANAGEMENT INFORMATION SYSTEMS (MIS)

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### **MIS 404** **Concepts in eBusiness**

*Prerequisite: BIS 101 OR BIS 109*

This course employs real world cases to explain technical and business aspects of electronic business. Topics include business strategies, payment systems, eMarketing, eFulfillment, security, and legal issues of electronic business. Making extensive use of the Internet to link concepts in the course to real-life contexts, students will research current issues in eBusiness and build a business plan for an e-company. Students should choose to take this course during their final year of studies due to the rigor of the work involved.

### **MIS 425 (Formerly Special Topics in Technology Management)** **IT Capstone in Technology Management**

*A grade of C or above is required for this course.*

*Prerequisite: All IT classes required for the bachelor's degree must be completed or concurrently enrolled.*

The professor for this course will identify a special topic, which will change based on current events and issues in the field of technology management. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.

## MARKETING (MKT)

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### **MKT 101** **Introduction to Marketing**

*A grade of C or above is required for this course.*

This is a survey course that covers the evolution of marketing, the variables that enter into marketing management decision-making, and the impact of both controllable and uncontrollable factors in the environment. Emphasis is placed on the marketing mix: product, price, promotion, and distribution.

### **MKT 201** **Selling Strategies**

*Prerequisite: MKT 101*

Learn the fundamentals of selling with emphasis on “one sale” selling and relationship selling. The steps in the selling process are examined, including ethics in selling, prospecting, analyzing buying motives, sales presentations, closing, follow-up, and service.

### **MKT 202** **Consumer Behavior**

*Prerequisite: MKT 101*

Study consumer behavior with applications for marketing strategy development. Explore the cultural, social, and psychological influences on consumers and the consumer decision-making process.

### **MKT 204** **Advertising Principles**

*Prerequisite: MKT 101*

Explore concepts of mass communications in developing selected markets and audience appeal, along with the techniques, methods, and formats used to create persuasive messages and psychological appeals. Compare various advertising and promotional media. Current government and industry regulations and truth-in-advertising, along with the special benefits of publicity, are also examined.

# COURSE DESCRIPTIONS

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## MARKETING (MKT)

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### **MKT 208**

#### **Internet Marketing**

*Prerequisite: MKT 101*

The integration of traditional bricks and mortar methods with Internet marketing concepts will be explored. The seven-stage cycle of Internet marketing will be discussed, as well as the developing necessity of adopting a successful Internet marketing strategy by small and large firms alike. The role of third-party Internet infrastructure facilitators will be examined. Develop and create a successful Internet marketing plan.

### **MKT 301**

#### **Marketing Research**

*Prerequisite: MKT 101*

Study the most up-to-date business techniques and methods to collect, record, analyze, and report marketing data and information and learn how this data is used in product planning and design, pricing policies, audience appeal, promotion policies, and the development of new marketing strategies and policies.

### **MKT 305**

#### **International Marketing**

*Prerequisite: MKT 101*

Current multinational marketing policies and concepts involving both consumer and industrial market structures are examined. International channels of distribution, pricing policies, competitive strategies, and regulations are important components of this course.

### **MKT 308**

#### **Customer Relationship Management**

*Prerequisite: MKT 101*

Topics presented include creating a customer relationship management (CRM) culture, building a CRM infrastructure, managing customer information, assessing customer lifetime value, managing the customer life cycle, and creating customer loyalty programs. Emphasis will be placed on devising a market intelligence system; understanding techniques of customer acquisition, retention, loyalty, and segmentation; identifying and satisfying unmet customer needs; and creating opportunities for cross selling.

### **MKT 401**

#### **Marketing Management**

*Prerequisite: MKT 101*

Develop a deeper awareness of the institutions and methods employed in the marketing of goods and services. Such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing are discussed.

### **MKT 425**

#### **Special Topics — Marketing**

*A grade of C or above is required for this course.*

*Prerequisites: MKT 101, MKT 305, and MGT 210 or BUS 250*

The professor for this course will identify a special topic, which will change based on current events and issues in the field of marketing. Students are encouraged to choose projects that will benefit both themselves and their existing or potential employers.



## MATHEMATICS (MAT)

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*Students who may be planning to apply for graduate school should be aware that many graduate programs require applicants to take a standardized graduate entrance exam, which includes concepts and problems in algebra.*

### **MAT 101** **Introduction to College Mathematics**

Content begins with basic mathematical foundations and extends to include topics from finance and algebra such as simple and compound interest, investments, and loans. Concepts are interwoven with practical applications.

### **MAT 102** **College Algebra**

Designed to provide the student with a solid foundation in quantitative thinking, this is a course in real number algebra that focuses on operations and properties. Abstract and practical problems are solved using algebraic methods. The course provides practice in the use of variables in expressions and equations, reading and writing mathematical symbols, algebraic problem-solving, functional analysis, and interpreting and creating graphs.

### **MAT 105** **Probability and Statistics**

Content focuses on descriptive statistics and discrete probability. Topics covered are statistical studies, statistical graphs, frequency distributions, measures of central tendency, measures of variation, measures of position, expectation, counting, probability, and probability distributions. Students learn to solve a variety of probability and statistical problems.

### **MAT 109** **Business Statistics I**

*A grade of C or above is required for this course.*

Students will be introduced to quantitative reasoning for solving a variety of statistical problems, including business-related problems. Content focuses on statistical studies, statistical graphs, descriptive statistics, elementary discrete probability, discrete probability distributions, continuous probability distributions, and estimation of unknown parameters by confidence intervals. Students learn to calculate measures of central tendency and variation, use probability to make statistical decisions, and interpret graphical and quantitative data. Use of the computer for processing data and interpretation of computer output is required.

### **MAT 210** **Business Statistics II**

*A grade of C or above is required for this course.*

*Prerequisite: MAT 109*

Business Statistics II focuses on inferential statistics and the logic and application of hypothesis testing, correlation, simple regression, and multivariate analysis. Although parametric statistics is the focus, an introduction to several nonparametric methods may be included. Building on understanding of simple designs, students learn the basics of two of the main branches of multivariate methodology, namely multiple regression and analysis of variance.

### **MAT 213** **Calculus I**

*A grade of C or above is required for this course.*

*Prerequisite: MAT 102 with a C or above.*

This course provides an introduction to calculus, especially as it applies to business, economics, and the sciences. Topics presented include limits and continuity, techniques of differentiation, and exponential and logarithmic functions. Indefinite and definite integrals may also be covered. When possible, the computer will be used to enhance concept development.

# COURSE DESCRIPTIONS

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## MATHEMATICS (MAT)

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### **MAT 214** **Calculus II**

*Prerequisite: MAT 213*

Calculus II is a continuation of the study of calculus, especially as it applies to business, economics, and the sciences. Topics presented include techniques of integration, multivariable differentiation and integration, and an introduction to volumes of rotation and differential equations. When possible, the computer will be used to enhance concept development.

### **MAT 215** **Statistics for Healthcare**

*A grade of C or above is required for this course.*

*Prerequisite: MAT 101, HIT 125*

In this introduction to statistical computation for the health information technology (HIT), health information management (HIM), and healthcare administration (HCA), the student will learn about the sources and uses of statistics in healthcare, with an emphasis on the healthcare statistics computed most often, as well as the commonly used rates and percentages computed principally on hospital inpatients.

### **MAT 230** **Symbolic Logic**

This is a computer-enhanced course in deductive and inductive reasoning that includes symbolic logic. Emphasis is on the English language, its vocabulary, syntax, and semantics. Topics include analysis of concepts, definitions, and categorical, hypothetical, and disjunctive propositions, and evaluation of syllogisms and arguments by applying logical rules for validity and truth. Students are required to demonstrate competency in critical thinking, problem-solving, and self-directed learning.

### **MAT 251** **Discrete Mathematics**

Students will be introduced to a variety of mathematical concepts and algorithms needed in the study of computer networks and computer programming. Topics include algorithmic efficiency, sets, relations, functions, mathematical induction, graphs, matrices, trees, network flows, combinatorics, logical gates, and proofs.

## PARALEGAL (PLG)

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### **PLG 100** **Introduction to the Paralegal Profession**

Students receive an overview of key legal topics which will prepare students for more in-depth coverage that occurs in the upper-level paralegal courses. Additionally, the course introduces students to typical paralegal duties and functions through hands-on paralegal assignments.

### **PLG 102** **Legal Research**

*A grade of C or above is required for this course.*

Students receive hands-on training in the use and application of primary and secondary legal sources to real world fact scenarios, emphasizing the paralegal role in that process. The course covers all modern methods of legal research, including both traditional book-based legal research and electronic legal research tools.

## PARALEGAL (PLG)

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### **PLG 113** **Legal Writing I**

*A grade of C or above is required for this course.*

*Prerequisite: ENG 101*

Focus on basic writing skills, grammar, punctuation, proofreading, and legal writing principles. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda. Assignments will utilize legal research skills and proper legal citation format. Note taking and listening skills will also be developed through in-class exercises.

### **PLG 117** **Civil Litigation**

*Prerequisites: PLG 100, PLG 102, and PLG 113 must be completed or concurrently enrolled.*

Learn about the civil litigation process in both the federal and state court systems, emphasizing the paralegal role in that process. Students will learn practical skills related to preparing and conducting client and witness interviews; drafting pleadings, discovery, and settlement documents; and preparing for deposition and trial. The civil litigation paralegal's professional ethical responsibilities will be closely examined. This course will also introduce students to the basics of contract, tort, and evidence law in order to examine the civil litigation process effectively.

### **PLG 204** **Family Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Explore substantive as well as procedural aspects of such topics as marriage, divorce, support, alimony, custody, equitable distribution, and protection from abuse through the study of statutes, case law, and rules of civil procedure. Students will apply knowledge through hands-on paralegal assignments.

### **PLG 205** **Real Estate Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Discover real property law, with an emphasis on real estate transactions and the tasks performed by lawyers and paralegals in representing buyers and sellers in the transfer of real property interests. This course includes analyses and discussions of major issues in real property law related to possession and ownership, easements and licenses, surveys, title examinations, title insurance, contracts for the transfer of interests in real estate (including sales and leases), deeds, mortgages and other encumbrances, financing, closings, as well as the ethical responsibilities of the real estate paralegal.

### **PLG 206** **Tort Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Probe the causes of action and available defenses under the law of torts. It includes a detailed examination of intentional torts, negligence, and strict liability law. The interaction of decisional and statutory law in the development of tort law will be discussed, as well as the role of insurance, and the ethical responsibilities of a practicing paralegal.

## PARALEGAL (PLG)

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### **PLG 207**

#### **Criminal Law**

*Prerequisite: All required 100-level concentration courses must be completed.*

Develop a basic understanding of the nature, purpose, principles, and doctrines of criminal law. Students will study the criminal justice process from arrest through trial, sentencing, and appeal, including an overview of the juvenile process. Students will learn the roles of the various participants in the criminal justice system. Students will explore the general principles of criminal liability, the material elements of substantive crimes, criminal defenses, and the constitutional rights of the accused. Students will perform various tasks undertaken by the paralegal in criminal practice, such as preparing pleadings, motions to suppress evidence, and protecting the constitutional rights of the accused.

### **PLG 208**

#### **Estate Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Focus on the concepts and tools of estate law and practice, emphasizing the paralegal role in that process. The course provides hands-on practice in dealing with estate planning and administration through lectures, demonstrations, and projects that require working with the language and forms common in the planning, probate, and administration of an estate.

### **PLG 209**

#### **Business Organizations**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Learn the details of the law of business organizations and its practical application, emphasizing the paralegal role in that process. The course concentrates in detail on the variety of business formats (including sole proprietorships, partnerships, and publicly traded, professional, and close corporations), and the legal framework that governs formation, operation, and dissolution of business entities.

### **PLG 210**

#### **Bankruptcy Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Gain familiarity with federal bankruptcy law and practice through a close examination of the bankruptcy code and the applicable procedural rules as they relate to bankruptcy chapters 7, 11, and 13 filings. Students will examine and discuss the ethical concerns of a bankruptcy paralegal. This course emphasizes the practical application of the student's knowledge of bankruptcy law through the preparation of a complete bankruptcy petition and all the related documents typically required for filing with the U.S. Bankruptcy Court, as well as the preparation of common bankruptcy motions.

### **PLG 213**

#### **Legal Writing II**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Develop professional legal writing skills by building on the practical work begun in the Legal Writing I and Legal Research classes. This course emphasizes the development of those critical writing and revision skills necessary for professional legal writing through the drafting of case briefs and legal memoranda, as well as pleadings and discovery documents. The basic principles of grammar and spelling, task-specific formatting, and the rules of legal citation will be reviewed and incorporated into each of the student's several practical application exercises.

## PARALEGAL (PLG)

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### **PLG 215**

#### **Professional Legal Responsibility**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Gain an understanding of the rules of professional responsibility. Students will analyze the rules, case applications of the rules, and related professional conduct forms and procedures. Students will learn to identify situations in which the rules apply and to formulate strategies to insure the rules are not violated.

### **PLG 219**

#### **Legal Technology**

*Prerequisites: BIS 101 or BIS 109, BIS 111, and all required 100-level paralegal courses must be completed.*

Use legal databases and develop a clear understanding of how these databases are utilized through practical application projects. Students will receive instruction concerning electronic filing and information tools such as the federal PACER system, state and local electronic filing, and docket systems. Students will be introduced to concepts and theories behind the creation, employment, and management of litigation support databases, and the most commonly used litigation database programs. In addition, students will learn the basics of some commonly used software that is particular to certain areas of legal practice.

### **PLG 220**

#### **Associate in Science Paralegal Studies Capstone Project**

*Prerequisite: All required 100-level paralegal courses must be completed.*

This course is designed to facilitate assimilation of the skills and knowledge students have obtained from the PLG courses required for the associate degree. Students will have the opportunity to refresh and solidify their legal writing, legal research, and communication skills. Essential ethical issues will also be addressed. Students will examine different areas of legal practice, different work situations, professional organizations, legal publications, and electronic databases. Students will research and investigate job opportunities available for paralegal associate degree graduates and develop an employment plan. They will also assess individual strengths, weaknesses, and career goals. This course will give students an opportunity to craft professional letters to businesses to obtain informational interviews and job interviews. Networking, cover letters, resumes, and interviewing will also be explored in detail.

### **PLG 306**

#### **Employment Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Students will examine the legal framework of the employer/employee relationship and the current law's practical application, emphasizing the paralegal role in that process. The course concentrates on the statutory requirements of today's labor laws, discrimination laws, hiring and firing restrictions and mandates, privacy in the workplace issues, sexual harassment regulations, and workplace safety rules.

# COURSE DESCRIPTIONS

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## PARALEGAL (PLG)

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### **PLG 307**

#### **Advanced Criminal Law**

*Prerequisites: All required 100-level paralegal courses and PLG 207 must be completed.*

Build on the student's knowledge and skills acquired in PLG 207. Topics in the course will include a detailed discussion of criminal law statutes. Students will gain exposure to many aspects of a criminal law case, including the paralegal's duties with attorneys involved in the case, prosecutors, police, the client, and correctional agencies. Students will explore the criminal justice system including the pre-trial stage, lineups, trial, and other relevant procedures. A prerequisite for this course is a working knowledge of The Bill of Rights of the U.S. Constitution, and in particular, how it relates to the rights of the accused.

### **PLG 308**

#### **Workers Compensation**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Students will examine the fundamentals of the Workers Compensation Act. Students will analyze workers' compensation law with respect to injury, notice, course and scope of employment, insurance coverage, basic medical terminology, and disability issues. This course will present various factual situations for purposes of discussion, analysis, and practice procedures.

### **PLG 315**

#### **Advanced Legal Research**

*Prerequisites: All required 100-level paralegal courses and PLG 219 must be completed.*

Build on the knowledge and skills obtained in PLG 102. Topics include the organization and hierarchy of the different legal authorities and how each legal authority assists in the research process. Students receive advanced instruction on the use of computerized legal research tools, such as Internet searches, Westlaw, and LEXIS/NEXIS.

### **PLG 417**

#### **Contracts Law**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Gain an understanding of the requirements for a legally enforceable contract and the arguments most commonly used to nullify a contract. Students will perform research using formbooks and case law, write specific sections of contracts, and then write a complete contract and an analysis of the contract for a final project.

### **PLG 418**

#### **Real Estate Settlement Procedures**

*Prerequisite: All required 100-level paralegal courses and PLG 205 must be completed.*

Examine the various federal and state statutes applicable to real property law from a practicing paralegal's perspective, including the Real Estate Settlement Procedures and the Truth in Lending Acts. Students will examine and analyze the typical tasks involved in a real estate transaction by preparing relevant documents such as an Agreement for Sale of Real Estate, a HUD-1 settlement sheet, and related tax documents. Students will learn how to professionally read and analyze deeds, title rundowns, mortgage instruments, and other relevant documents related to real estate ownership and transactions.

### **PLG 419**

#### **Intellectual Property**

*Prerequisite: All required 100-level paralegal courses must be completed.*

Explore the legal concepts that underlie patents, trademarks, and copyrights. Students will learn methods used to research various intellectual property questions and become familiar with the forms most commonly employed in intellectual property.

## COURSE DESCRIPTIONS

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### PARALEGAL (PLG)

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#### **PLG 430**

#### **Bachelor of Science Paralegal Studies Degree Capstone I: Advanced Civil Litigation**

*A grade of C or above is required for this course.*

*Prerequisite: All PLG courses (with the exception of PLG 440) required for the bachelor's degree either completed or concurrently enrolled.*

Providing a classroom simulation of a law office, this course will offer students hands-on experience with many of the practical and professional activities in which civil litigation paralegals typically engage. In addition to individual projects, students will be divided into plaintiff and defendant teams and work together on certain projects, simulating team projects in a law office. Students will conduct a client interview, draft legal memoranda, and draft and analyze pleadings, discovery documents, and motions. In addition, students will examine regulation trends and the NALA and NFPA paralegal certification exams and procedure, and will examine the testing techniques for the civil litigation portion of those exams. This course will give students an opportunity to review and enhance many of legal concepts and skills encountered previously in their paralegal program, emphasizing the practical aspects of the legal research, legal writing, and civil litigation.

#### **PLG 440**

#### **Bachelor of Science Paralegal Studies Degree Capstone II: Practical Skills and Regulation**

*A grade of C or above is required for this course.*

*Prerequisite: All PLG courses required for the bachelor's degree either completed or concurrently enrolled.*

Expanding on the classroom simulation of a law office experience established in the *PLG 430 Capstone I: Advanced Civil Litigation* course, the *PLG 440 Capstone II: Practical Skills and Certification* course will offer students hands-on experience with many of the practical and professional activities in which civil practice, non-litigation paralegals typically engage. Students will research and draft for hypothetical clients: estate planning documents, divorce documents, business organizational documents, and real estate transactional documents. Students will further examine the regulatory trends in the profession and the NALA and NFPA paralegal certification exams for the covered subject areas. This course will give students another opportunity to review and enhance many of the legal concepts and skills encountered while pursuing the undergraduate paralegal degree at Peirce, and will formally introduce students to the professional certification/regulation process for paralegals.

### PEIRCE NEW STUDENT ORIENTATION (PRC)

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#### **PRC 101**

##### **Peirce College 101**

Peirce College 101 is a one-credit online course required of all students. This online course is designed to help new students adjust to college study and establish skills that will assist them in being successful at Peirce College. This course must be successfully completed within the first 14 weeks of enrollment. Students must earn a P to pass this course.

### POLITICAL SCIENCE (PSC)

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#### **PSC 101**

##### **Introduction to American Government**

Investigate American government and politics, emphasizing constitutional development, political development, civil rights, political parties, pressure groups, and contemporary issues.

#### **PSC 255**

##### **Politics of Industrializing Countries**

Analyze the government and politics of industrializing nations of Africa, Asia, Latin America, and Eastern Europe. It examines the problems and issues facing these countries in their search for appropriate strategies and models of development.

#### **PSC 301**

##### **Comparative Government**

This course provides a comparative analysis of contemporary political institutions, parties, and processes in both western and non-western countries in terms of liberal democracies and social systems, communist governments, and theocracies. It also examines how religion and culture impact on governmental structures and policies.



### PSYCHOLOGY (PSY)

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#### **PSY 101**

##### **Introduction to Psychology**

Discover the basic principles and theories of psychology with an emphasis on application and understanding of this information as it relates to us as individuals, members of the workforce, and members of society. The course also identifies some of the key figures in the discipline and their approach to the subject.

#### **PSY 270**

##### **Abnormal Psychology**

*Prerequisite: PSY 101*

This course introduces students to psychopathology, the scientific study of abnormal behavior, including diagnosis, epidemiology, etiology, and treatment. Students will be encouraged to think critically about the topics and draw from real life situations.

### SCIENCE (SCI)

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#### **SCI 115**

##### **General Physics**

This course presents a conceptual approach to the study of matter and energy in our universe. Physical principles, such as those of motion, pressure, heat, electricity, sound, and light are explored through readings and discussions. Topics include Newton's Laws, atomic structure, and nuclear energy. Demonstrations by laboratory experiments or computer simulations enhance learning. A practical project linking electronics to the personal computer is a requirement. Easy-to-do home experiments comprise extra credit assignments.

#### **SCI 220**

##### **The Physical World**

The course content is an overview of the interrelated systems of the earth: astronomy, geology, oceanography, and meteorology. Because knowledge and understanding of our planet is critical to our social well-being and vital to our survival, the course provides experiences to enhance awareness of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans. This course is a meaningful, non-technical course promoting basic understanding of earth science principles and concepts.

#### **SCI 240**

##### **Introduction to Anatomy and Physiology**

Focus is on both the structure and function of the human body. Anatomical terminology, the names of major body areas, and a brief overview of functions that must be performed to sustain life are included in this course. The study of organ systems begins with the largest organ, the skin, and progresses to an overview of the major systems of the human body and to the terminologies associated with them.

#### **SCI 330**

##### **Environmental Science**

Topics such as global warming, alternate energy sources, nutrition, recycling, and environmental toxicology are covered in this course. Principles of chemistry are used to support the understanding of course content. The human impact on ecosystems and resource use along with the impact of ethics, economics, and politics on environmental decisions are explored.

### SOCIOLOGY (SOC)

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#### **SOC 101**

##### **General Sociology**

Fundamental concepts of human relationships are explored, including class stratification and social mobility in America, the mass media, the family, religion, education, and global inequality. The course also focuses on how key sociological theories are applied.

#### **SOC 240**

##### **Sociology of Behavior and Illness**

Examine the relationship between social factors and health, interaction between practitioners and patients, and the impact of the health care delivery system on the individual's ability to adapt. The course will focus on how key sociological theories are applied to health, illness, and health care.

### SPANISH LANGUAGE (SPA)

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#### **SPA 120**

##### **Introduction to Spanish**

*This class can count in the ENG/COM or HUM/HIS category in the CORE Curriculum or as a General Education elective.*

This course focuses on developing basic proficiency in the Spanish language. The goal is to develop the basic skills necessary to negotiate in a Spanish language environment. There will be an emphasis on understanding the basic rules of grammar and developing both written and oral communication skills by building a foundation in Spanish vocabulary.

## PEIRCE COLLEGE FULL-TIME FACULTY

---

### **Justine C. Baker (1999)**

*Professor, General Education*  
A.B., Immaculata College  
M.A.T.M., Villanova University  
M.S., University of Pennsylvania  
Ph.D., University of Pennsylvania

### **Emily Basile, Ph.D. (2010)**

*Associate Professor, General Education*  
B.S., Millersville University  
Ph.D., Drexel University

### **Glenn D. Barnes, J.D. (2005)**

*Professor, Legal Studies*  
B.A., Cornell University  
J.D., Suffolk University Law School  
Admitted to the Bar of the Supreme Court of  
Pennsylvania  
Admitted to the Bar of the Supreme Court of  
Massachusetts

### **Leola Bennett (1974)**

*Professor, Business Administration*  
B.S., University of Delaware  
M.A., LaSalle University  
Ed.D., Argosy University

### **Michael K. Bentil (1998)**

*Associate Professor, Business Administration*  
B.A., Morehouse College  
M.B.A., Philadelphia University (formerly Philadelphia  
College of Textiles and Science)  
D.B.A., University of Sarasota

### **Willie C. Brown (1976)**

*Professor, Business Administration*  
B.S., Temple University  
M.S., Wilmington College  
M.A., Temple University  
Ph.D., Temple University

### **Patrick J. Coyle (2006)**

*Associate Professor, Information Technology*  
A.A.S., Gloucester County College  
B.S.B.A., Thomas Edison State College  
M.S.I.T., Capella University  
Ph.D. (candidate), Capella University  
Microsoft Certified System Engineer (MCSE)  
A+ Certified System Technician  
CompTIA Certified Technical Trainer (CTT+)

### **Linda Currie (2004)**

*Assistant Professor, General Education*  
B.S.E.D., Shippensburg University  
M.S., Shippensburg University  
Ph.D. (candidate), Capella University

### **Gale DiGiacomo (1978)**

*Professor, Accounting*  
*Teaching Certification in Accounting,*  
*Commonwealth of Pennsylvania*  
B.S., Bloomsburg University  
M.Ed., Bloomsburg University  
Ed.D., University of Sarasota

### **Stephanie Donovan (2010)**

*Assistant Professor and Faculty Chair, Health*  
*Information Management*  
A.S., Gwynedd-Mercy College  
B.H.S., Gwynedd-Mercy College  
M.B.A., LaSalle University

### **Robyn Edelstein (1998)**

*Professor, General Education*  
B.A., Pennsylvania State University  
M.A., Arcadia University (formerly Beaver College)  
M.F.A., Sarah Lawrence College

### **Beverly F. Elliott (1971)**

*Distinguished Teaching Professor and Faculty Chair,*  
*General Education*  
B.A., Wheaton College  
M.A., Western Michigan University  
Ph.D., Temple University

## PEIRCE COLLEGE FULL-TIME FACULTY

---

### **Joseph S. Falzone (1978)**

*Professor, Economics*

B.A., Franklin & Marshall College

M.A.T., The College of New Jersey

Ph.D., Temple University

### **Brian Finnegan (2006)**

*Associate Professor and Faculty Chair, Information  
Technology*

B.S., Cornell University

M.S., Drexel University

### **Cynthia M. Gentile, J.D. (2007)**

*Assistant Professor, Legal Studies*

B.A., Rutgers University, Douglass College

J.D., Rutgers University School of Law

Admitted to the Bar of the Supreme Court of  
Pennsylvania

Admitted to the Bar of the Supreme Court of  
New Jersey

### **Charlene Glenn (2000)**

*Professor, Business Administration*

*ACBSP Co-Facilitator*

B.S., Widener University

M.S., Villanova University

Ed.D., St. Joseph's University

### **Toboulayefa D. Houessou-Adin (1994)**

*Professor, General Education*

B.A., College of Wooster

M.A., Ohio University

Ph.D., Temple University

### **Ivy M. Kempf, J.D. (2006)**

*Assistant Professor, Legal Studies*

B.S., West Chester University of Pennsylvania

J.D., Rutgers University, School of Law

Admitted to the Bar of the Supreme Court of  
Pennsylvania

Admitted to the Bar of the Supreme Court of  
New Jersey

### **Edwin B. Miller, J.D. (2000)**

*Professor and Assistant Dean, Legal Studies*

B.A., Temple University

J.D., Villanova University, School of Law

Admitted to the Bar of the Supreme Court of  
Pennsylvania

### **Darrell Neron (1997)**

*Associate Professor, Business Administration*

B.S., Rowan University

M.B.A., Drexel University

D.B.A. (candidate), Argosy University of Sarasota

### **Margaret Obozian, M.Ed. (1972)**

*Professor Emeritus*

B.S., Drexel University

M.Ed., Temple University

### **Denise M. Padavano, CISSP® (1998)**

*Associate Professor, Information Technology*

B.S., Montclair University

M.S., Nova Southeastern University

Ed.D. (candidate), Nova Southeastern University

Certified Information Systems Security Professional  
(CISSP®)

Certified Novell Administrator

Certified Novell Engineer

IC<sup>3</sup> Certified

Microsoft Office Specialist

### **Richard Patterson (1999)**

*Associate Professor, Information Technology*

A.S., Computer Programming, Delaware County  
Community College

B.S., Widener University

M.S., Engineering, Widener University

M.S., Education, Widener University

Certificate, Webmaster, Penn State University

Certified HTML Programmer

Certified JavaScript Programmer

Certified Web Design Concepts

Certified Flash MX

### **Sheila K. Perkins (2001)**

*Associate Professor, Business Administration*

B.A., Antioch University

M.A., Antioch University

Ed.D. (candidate), Wilmington University

### **Fred Poellnitz (1999)**

*Professor, Business Administration*

*ACBSP Co-Facilitator*

B.S., University of Pittsburgh

M.S., New York University

M.B.A., Harvard University

Ed.D., Wilmington University

## PEIRCE COLLEGE FULL-TIME FACULTY

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### **Brooke Quigg (1975)**

*Professor, Business Administration*

A.S., Peirce College

B.S., Philadelphia University (formerly Philadelphia  
College of Textiles and Science)

M.B.A., Lehigh University

D.B.A., Argosy University

### **Patricia A. Rucker (2003)**

*Senior Vice President, Academic Advancement &  
Provost and Professor, General Education*

B.S., University of North Texas

M.S., University of North Texas

Ed.D., Temple University

### **Sheila Sandapen, Ph.D. (2010)**

*Associate Professor, General Education*

B.A., Neumann University

M.A., Emerson College

Ph.D., Indiana University of Pennsylvania

### **Carol J. Sherman, J.D. (2005)**

*Associate Professor, Legal Studies*

B.A., State University of New York at Binghamton

J.D., Temple University, Beasley School of Law

Admitted to the Bar of the Supreme Court of  
Pennsylvania

Admitted to the Bar of the Supreme Court of  
New Jersey

### **Milika Singleton (2007)**

*Assistant Professor, General Education*

B.A., Pennsylvania State University

M.Ed., Pennsylvania State University

### **Brian Stokes, CISSP® (2001)**

*Associate Professor, Information Technology*

A.A., Golden West College

B.A., California State University, Long Beach

M.S., Nova Southeastern University

Ed.S., Nova Southeastern University

Ph.D. (candidate), Nova Southeastern University

Certified Information Systems Security Professional  
(CISSP®)

Microsoft Certified System Engineer

A+ Certification

Network + Certification

Certified Technical Trainer

### **Richard Tillies, II (2008)**

*Assistant Professor, Information Technology*

B.S., Radford University

M.S., Radford University

### **Nicholas Wernicki (2006)**

*Assistant Professor, General Education*

B.S., DeSales University

M.A., Villanova University

Ph.D. (candidate), Drew University

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2010–2011  
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PEIRCE COLLEGE  
1420 Pine Street  
Philadelphia, PA 19102-4699

Phone:  
Local: 215.545.6400  
Toll free: 1.888.GO.PEIRCE  
For Admissions, dial extension 9000.  
Fax: 215.670.9366

Email: [info@peirce.edu](mailto:info@peirce.edu)  
World Wide Web: <http://www.peirce.edu>  
Web Portal: <https://my.peirce.edu>

School Closing Numbers:  
Day: 164  
Evening/Saturday/On Site: 2164

*Listen to radio station KYW (1060 AM) during inclement weather for school closing announcements. School closings are also announced on NBC 10 and Fox 29.*

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### DISCLAIMER

This Student Policy Handbook is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret or make changes of any nature to this Student Policy Handbook as well as to any other policies, procedures or programs of the College including, without limitation, with respect to the College's degree and non-degree academic programs

of study, offerings and requirements, departments, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other person.

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### STUDENT RESPONSIBILITY

All students are responsible for familiarizing themselves with the College's academic policies, procedures, and regulations (as well as the specific instructions of the person responsible for directing your academic and/or student social activities) including, but not limited to the following academic publications:

- Academic Calendar
- Schedule of Courses
- Student Policy Handbook
- College Catalog

If you have any questions about a particular policy, procedure, or regulation, please do not hesitate to contact Enrollment Services at 215.670.9380 or via email at [info@peirce.edu](mailto:info@peirce.edu). We are here to help you. Any changes in your educational schedule could have an effect on your academic or financial status. It is your responsibility to ensure that you follow the appropriate academic policies, procedures, and regulations when making or adjusting your educational plans. **Contact your Program Advisor and Financial Aid Specialist before making any decisions about your studies at the College.**



### ACCREDITATION

The College is authorized by the Pennsylvania Department of Education to award the Bachelor of Science degree and the Associate in Science degree. Peirce College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104; phone 215.662.5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Bachelor of Science and Associate in Science degrees and the Certificate of Proficiency in Paralegal Studies are approved by the American Bar Association (ABA). The Association of Collegiate Business Schools and Programs (ACBSP) accredits Bachelor of Science and Associate in Science degrees in Business Administration.

The College is approved for Veteran and Vocational Rehabilitation training. Eligible veterans, members

of the National Guard, and the survivors and dependents of deceased and disabled veterans may be eligible to use G.I. benefits. Determination is made by the Veteran's Administration. The Supervisor of Enrollment Services is the College's certifying official for veteran's benefits.

The College is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of Independent Colleges and Universities (NAICU), the National Association of College and University Business Officers (NACUBO), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), and the Pennsylvania Association of Colleges and Universities (PACU).

The Peirce College Board of Trustees approves all bachelor's and associate degrees and certificate programs.

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### MISSION STATEMENT

Founded in 1865, Peirce College is a private, four-year, specialized institution providing practical, leading-edge curricula to primarily working adult learners.

# I. ACADEMIC

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## ACADEMIC HONESTY

Peirce College's reputation as an institution of higher learning is characterized by the high academic standards it has established for its students. The College expects students to display personal integrity as they approach their assignments and to complete these assignments in the spirit of academic honesty.

The College considers acts of academic dishonesty to be serious violations of its Code of Student Conduct and Responsibility and will take action against students for violations of this policy (as well as against former students where the College learns of a violation after the student has graduated or ceases to be enrolled).

Any conduct or activity by a student which earns or improves a grade or receives any form of credit by fraudulent or dishonest means is considered an act of academic dishonesty and a violation. In addition, engaging in any conduct including the following examples in which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation.

Examples of acts of academic dishonesty that are violations of the Code of Student Conduct and Responsibility include, but are not limited to, the following:

- **Acquiring information:**

- Obtaining research or answers related to any assigned work or examination from any source not authorized by the professor. Students must be the owner of all of their coursework.
- Working with another person or persons on any assignment or examination when not specifically permitted by the professor. Although studying together is allowable, students must maintain the integrity of their coursework. Students must seek permission from the instructor before working together on any coursework.

- Viewing the work of other students during any examination.
- Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of any examination without prior written permission from the professor.
- Submitting or presenting as one's own work any research paper or other writing assignments prepared by others.

- **Providing information:**

- Supplying answers or research information for any assigned work or examination (on behalf of yourself or another individual) when not specifically authorized by the professor to do so.
- Informing any person or persons of the contents of any examination prior to the time the examination is given.

- **Plagiarism:**

- Incorporating the work or idea of another person into one's own work without formally and properly acknowledging, documenting and citing the source of that work or idea.
- Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
- Copying or improperly utilizing copyrighted computer programs or data files belonging to someone else.
- Copying another person's paper/work in whole or in part and handing it in as your own.
- Paying for and/or downloading from the Internet, all or any portion of a paper, presentation, graphics, or multi-media files and submitting them as your own.
- Copying words, graphics, or statistics directly from sources of information, such as web pages, magazine/newspaper articles, or books without and properly acknowledging, documenting and citing the sources.

# I. ACADEMIC

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- Paraphrasing information (i.e., changing a few words) from sources, such as web pages, magazine/newspaper articles, or books without formally documenting the sources.
- **Reuse of Prior Materials:** Submitting substantially the same work to satisfy requirements for one course that has been submitted to satisfy requirements for another course, without prior permission of the instructor of the course for which the work is being submitted.
- **Conspiracy:** Agreeing or participating with one or more persons to commit any act of academic dishonesty.
- **Fabrication of information:**
  - Falsifying the results obtained from a research or laboratory experiment.
  - Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
  - Substituting for another student to take an examination or to do any academic work or assignment for which academic credit will be received.
  - Changing answers or grades after academic work has been returned to the student and claiming professor error.
  - Submitting work for credit or taking an examination and employing a technique specifically prohibited by the professor in that course, even if such technique would be acceptable in other courses.
- **Abuse of resource materials:**
  - Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, online resources, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.
  - Copying any data files or copyrighted computer program(s) for one's own personal use or the use of others.
  - Copying without permission of the owner, or mutilating or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, books, articles, papers, dissertations, art, photography, or manuscript).
- **Peer to Peer File Sharing:** Peer peer-to-peer file sharing is prohibited. This applies to College owned computers as well as personally owned computers that are using the College's network. Under the Acceptable Use Policy, the College's network connections may not be used to violate copyright laws.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

# I. ACADEMIC

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For violations regarding unauthorized use of computers systems and facilities (includes email, logins, or passwords), please refer to the **Acceptable Usage of Computer Systems and Facilities** policy, which appears in **SECTION III** of this Handbook. Violations of this policy are subject to penalties as set forth in the **Code of Student Conduct and Responsibility**.

## ACADEMIC STANDING

**Dean's List:** Dean's List honors will be calculated and awarded at the completion of the 14-week fall, spring, and summer periods. Students carrying a full load of 12 credits during a 14-week fall, spring, or summer period (full time students) and earning a term grade point average (GPA) of 3.700 to 3.999 will earn the distinction of being placed on the Dean's List. Students completing a minimum total of 18 credits in a year (May 1st–April 30th ) but fewer than 12 credits in any one 14-week period (part time students) and earning a cumulative GPA of 3.700 to 3.999 will earn the distinction of being on the Dean's List for the previous academic year. A letter from the Dean of Students is sent to each student receiving the honor.

**President's List:** President's List honors will be calculated and awarded to full time students at the completion of the 14-week fall, spring, and summer periods. Students carrying a full load of 12 credits during a 14-week fall, spring, or summer period and earning a term GPA of 4.0 will earn the distinction of being placed on the President's List. Part time students completing a minimum total of 18 credits in a year (May 1st –April 30th) but fewer than 12 credits in any one 14-week period and earning a cumulative GPA of 4.0 will earn the distinction of being on the President's List for the previous academic year. A letter from the President of Peirce College is sent to each student receiving this honor.

For related information regarding Graduation Honors, please refer to the **Commencement** policy, which appears in **SECTION I** of this Handbook.

## ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

### Academic Progress

It is important to Peirce College that students advance successfully toward their educational goals. To that end, students must maintain a term 2.0 GPA to demonstrate academic progress towards the completion of their degree or certificate program. A term is defined as the 14-week period of time (fall, spring, summer). Both full-time and part-time students must demonstrate academic progress.

### Academic Progress Requirements for Accounting Degree Students

Accounting degree seeking students must maintain a 2.7 term GPA to demonstrate academic progress towards the completion of the accounting degree program. A term is defined as the 14-week period of time (fall, spring, summer). Both full-time and part-time accounting students must demonstrate academic progress.

If, after the completion of a 14 week term (fall, spring, summer), an accounting student does not demonstrate academic progress (2.7 term GPA), the student shall be placed on academic probation. A student placed on academic probation has the next enrolled 14-week term (fall, spring, summer) to improve his/her GPA to 2.7. The Dean of Students will mail each student placed on academic probation a letter of the student's probationary status. Non-receipt of the letter by the student does not exempt the student from probationary status.

An accounting student placed on academic probation who does not improve his/her GPA to at least a 2.7 in the next enrolled 14-week term (fall, spring, summer), will be dismissed from the accounting program. For general information on academic dismissal, please refer to the Academic Dismissal policy, which appears in **SECTION I** of the Handbook.

The Dean of Students will send each accounting student who is dismissed from the accounting program a letter documenting action taken and stating the reason for dismissal. Non-receipt of the

# I. ACADEMIC

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letter by the student does not exempt the student from the dismissal status. A onetime reinstatement to the accounting program may be requested in writing, within ten calendar days of notification, to the Dean of Students. Students will receive written notification of the decision made by the Dean of Students. The decision made by the Dean of Students shall be final. Accounting students who are dismissed from the accounting program will have the option to change their major to another degree program. Students are required to have a 2.0 GPA to request a *change of major*. For general information on academic progress, please refer to the Academic Progress, which appears in *SECTION I* of the Handbook.

## **Academic Probation**

Academic probation is a means of informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on academic probation when their records indicate that normal progress toward a degree is in jeopardy. Probation should be interpreted as a serious warning to improve the quality of academic work.

If, after completion of a 14-week period (fall, spring, summer), a student does not demonstrate academic progress as described in the guidelines below, the student shall be placed on academic probation. A student placed on academic probation has the next enrolled 14-week period (fall, spring, summer) in which to improve his/her term GPA to 2.0. When a student has been placed on academic probation, a notation of such probation shall be placed on the student's permanent record. Students with less than 15 credits attempted will not be placed on academic probation. Although academic probation is not determined for students with less than 15 credits attempted, academic standing is still monitored. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.

The Dean of Students will mail each student placed on academic probation a letter about the student's probationary status. Non-receipt of the letter by the student does not exempt the student from probationary status. A student on academic

probation may be restricted to 12 credits per 14-week period (or six credits per 7-week session) during the student's next 14-week period of enrollment after the date of probation.

## **Academic Dismissal**

A student placed on academic probation who does not improve his/her GPA to at least 2.0 in the next enrolled 14-week (fall, spring, summer) period according to the guidelines above will be academically dismissed from Peirce College.

**Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.**

The Dean of Students will send each student who is academically dismissed a letter documenting the action taken and stating the reason for dismissal. Non-receipt of the letter by the student does not exempt the student from dismissed status. The status is effective for one calendar year from the date of dismissal. A onetime reinstatement of the student may be requested in writing to the Dean of Students no sooner than one year after the date of dismissal.

Academic dismissal may be appealed in writing to the Dean of Students within ten calendar days of notification. Students will receive written notification of the decision made by the Dean of Students. The decision made by the Dean of Students shall be final.

When a student has been academically dismissed from Peirce College, a notation of such dismissal shall be placed on the student's permanent record.

## **ATTENDANCE AND PARTICIPATION**

Student participation is an essential part of the instructional process. Students are expected to contribute to the learning environment of their courses and to fulfill their academic responsibilities through active participation in the learning process. Regular and punctual class attendance is required of all students in all courses. Class attendance policy is determined individually by faculty members. Students should check each course syllabus to determine the specific participation standards for each

# I. ACADEMIC

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course. Students who do not meet the attendance and participation standards may receive a lower grade. Students are reminded that final grades are determined by performance of course requirements, including attendance and participation whether on campus, on site, or online. Instructors will record attendance for each class and keep attendance records for three years for financial aid purposes.

It is the student's responsibility to contact the instructor when the student anticipates being absent or late for class. The student is responsible for making up missed assignments where permitted by the instructor. If the assignment does not have a make-up option, the instructor may allow the student to complete an alternative assignment. The alternative assignment is not required and is at the sole discretion of the instructor.

"Attendance" in online courses is determined by the student's participation in the course. Participation in online courses may include, but is not limited to, threaded discussions, chats, and other forms of written correspondence.

Given the varied learning environment of online courses, even in situations where a student is not "absent" in the traditional sense, it is the student's responsibility to contact the professor regarding situations that may prevent the student from fully participating as required.

## ACADEMIC GRIEVANCE

Students on occasion have academic grievances. It is incumbent upon the faculty, staff, and administration to treat students who have grievances with respect and courtesy.

Students with grievances should follow the procedure stated in this policy in order to attempt a resolution of their grievances. Throughout the process, students are required to treat the faculty, staff, and administration with respect and courtesy. **Students who wish to appeal an academic dismissal should refer to the Academic Dismissal policy, which appears in **SECTION I** of this Handbook.**

A student who has an academic grievance related to attendance, grades, assignments, or instructors must initiate the academic grievance procedure described below within 30 calendar days from the last date of class.<sup>1</sup> Grades are posted on the student portal at <https://my.peirce.edu> under the *My Classes* tab. Students failure to view course grades does not exempt the student from the 30-day limit.

A student who has an academic grievance related to attendance, grades, assignments, or instructors must adhere to the following procedure:

- A. Contact the instructor to discuss the grievance. Only after the student has met with the instructor, either in person or by phone, may the student proceed to step B below.
- B. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, the student has seven calendar days from the date of the instructor's decision to appeal to the designated Faculty Chair. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the instructor. Grievances related to Business Administration, Information Technology, and Paralegal Studies courses may be directed to the designated Faculty Chair. Grievances related to general education courses may be directed to the Faculty Chair for General Education. Grievances related to Healthcare may be directed to the Program Manager, Health Information Management (HIT/HIA). Grievances related to Accounting may be directed to the Program Manager of Accounting.
- C. Should the matter not be resolved with the aid of the designated Faculty Chair/Program Manager, the student may seek assistance from the Dean of Students. Students must appeal within seven calendar days from the date of the

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<sup>1</sup> However, if a student has a complaint about unlawful discrimination, harassment or retaliation, he or she are directed to follow the complaint procedure set forth in the College's Equal Opportunity policy in Section VI of this Handbook. If a student has a complaint about student disability services, the student is directed to follow the complaint procedure set forth in the Student Disability Services policy set forth in Section I of this Handbook.

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determination by the Faculty Chair/Program Manager. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Faculty Chair/Program Manager.

D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the academic grievance, the student may appeal within seven calendar days from the date of the determination by the Dean of Students. Such a request must be made in writing to the Senior Vice President, Academic Advancement & Provost and must document the student's attempt to first resolve the grievance with the Dean of Students. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

E. Upon a student's written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

A student who has a grievance concerning academic advising, registering for courses, or student support services must initiate the procedure described below within 30 calendar days of the date that the student knew or reasonably should have known of the grounds of the alleged grievance.

A student with a grievance related to advising, registering for courses, or student support services must adhere to the following procedure:

A Contact his/her Program Advisor to discuss the grievance. Only after the student has met with the Program Advisor, either in person or

by phone, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to both the student and the Program Advisor, the student may appeal to the Manager, Program Advising. Students must appeal within seven calendar days from the date of the determination by the Program Advisor. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Program Advisor.

C. Should the matter not be resolved with the aid of the Manager, Program Advising, the student may appeal to the Dean of Students. Students must appeal within seven calendar days from the date of the determination by the Manager, Program Advising. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Manager, Program Advising.

D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student may appeal within seven calendar days from the date of the determination by the Dean of Students by submitting a written request to the Senior Vice President, Academic Advancement & Provost for review. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

E. Upon a student's written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

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## CAREER DEVELOPMENT SERVICES AND COOPERATIVE EDUCATION

### Career Development Services

Career counseling, planning, and job search assistance are vital components of the College's day-to-day operation. Students are encouraged to visit the Office of Career Development Services and Cooperative Education and review career related information found on the web portal at <https://my.peirce.edu> under the *Student Services* tab.

The Career Development Services staff offers year-round resumé, cover letter, and job interviewing assistance. Because networking is a critical part of the job search, Career Development Services co-hosts career-related workshops/seminars, such as the Graduate Career Seminar with the Mary W. Walker Center '33 for Academic Excellence, and promotes area-wide career fairs. For students undecided about their career path, Career Development Services administers career interest inventories and schedules individualized counseling appointments to help students clearly focus upon their career values and goals.

The Career Development Services and Cooperative Education Office provides assistance at no cost to students who are seeking full-time, part-time, or summer employment. Students interested in continuing their education beyond a bachelor's degree are encouraged to meet with a Career Development Services staff member to explore programs and institutions and to develop an application plan. Additionally, services are also available to alumni at no cost. Alumni should contact the Career Development Services and Cooperative Education Office to set up an appointment and to find out about available workshops and programs. Please note that services and use of computers are first extended to current students and then to alumni who are participating in job and career exploration.

### Cooperative Work Education (Co-op)

Cooperative Work Education (Co-op) meshes classroom theory with real-life experience. An optional component for most of Peirce's academic

programs, Co-op enables degree seeking students to gain practical, first-hand experience in jobs related to their career interests and academic disciplines. Peirce is a strong supporter of Co-op and recommends that students take advantage of this learning experience.

Students who opt to participate in Co-op are assisted in their search by the Career Development Services and Cooperative Education staff but are ultimately responsible for obtaining their Co-op location. Students are then interviewed by prospective employers for placement. Upon placement, the course covers a full 14-week period. For a three-credit Co-op, students must complete a minimum of 135 hours of experience at their Co-op sites; to earn six credits, students must accumulate a minimum of 270 hours of experience.

Students planning to take Co-op for their associate or bachelor's degree are required to first take the Pre Cooperative Workshop that prepares the student for the Co-op program. The Pre Cooperative Workshop also covers a full 14-week period. This prerequisite must be taken after 30 credits for the associate degree program and/or 90 credits for the bachelor's degree program. Once placement has been secured, each student is assigned a faculty Co-op Advisor from the student's major to oversee the Co-op experience.

## CODE OF STUDENT CONDUCT AND RESPONSIBILITY

All students enrolled at Peirce College are expected to give prompt and thorough attention to their academic responsibilities, to extend courtesy and respect to the faculty and support staff of the College, and to respect their fellow students. In addition, each student is responsible for his/her own actions and for ensuring that his/her personal conduct while on the College premises<sup>2</sup> complies with the standards established by the College.

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<sup>2</sup> *The premises of the College includes all buildings within which the College provides educational and related student and alumni services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the campus and surrounding grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.*



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This Code of Student Conduct and Responsibility has been developed to promote student growth, to provide students with due process, and to uphold the College's educational mission and standards.

All students are expected to familiarize themselves with this Code of Student Conduct and Responsibility. **Unfamiliarity with this Code does not excuse infractions.**

All students who violate the Code of Student Conduct and Responsibility fall within the jurisdiction of the Student Disciplinary System, details of which are set forth below.

Peirce College expects the following conduct of all students and alumni:

- Conduct yourself at all times in a manner that displays respect and courtesy for all members of the College community.
- Act with honesty and integrity as you approach your academic responsibilities and prepare your assignments.
- Treat all students, alumni, faculty, and staff, as well as visitors to the College without regard to age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.
- Be positive and creative in your approach to resolving problems.
- Report for class free from the influence of drugs or alcohol.
- Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to fully participate in class.
- Complete and submit your course assignments on time.
- Perform your scholastic responsibilities and undertake your studies in a prudent and thorough manner.
- Handle with care the property and equipment of

the College to prevent its damage, loss, misuse, or theft.

- Report to the Chief Auxiliary Services Officer accidents, injuries (whether your own, another student's, an employee's, or a visitor's), fire, theft, and other unusual incidents immediately after occurrence or discovery.
- Follow all student and academic policies, rules, and procedures established by the College (including without limitation this Student Policy Handbook) that are applicable to you as a student as well as the specific instructions of the person responsible for directing your academic and/or student social activities.
- Refrain from using for personal, non-academic reasons the property and supplies of the College.
- Provide complete and honest information in connection with all student and academic records.
- Refrain from manipulating, falsifying or misrepresenting your educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records to others, both within the College community and outside the College community.
- Refrain from accessing, viewing, printing, imputing, deleting or changing any records, including his or her own educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records (whether in written, electronic, or some other form) without proper authorization from the College.
- Ensure at all times that your conduct is consistent with the standards for student conduct established by Peirce College.

Peirce College considers these expectations to be the general standards that govern the conduct of its students. Your failure to meet these expectations may result in counseling or, in cases of serious misconduct, formal disciplinary action up to and including expulsion from the College. A discussion of

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Peirce College's Student Disciplinary System is found later in this section of the Handbook.

### **Initiating Proceedings for Violation of Code of Student Conduct and Responsibility**

Any student, faculty member, staff member, administrator, individual member of the College community or any group within the College may report a suspected violation of the Code of Student Conduct and Responsibility. Such complaint must be made in writing to the Dean of Students. After a preliminary investigation, the Dean of Students shall determine if there is sufficient information to bring charges against a student. Disciplinary proceedings are initiated by the Dean of Students by transmitting a formal charge letter to the student(s), setting forth the charges. Proceedings related to non-academic violations may be initiated at any point during a student's career at the College. There is no time limit on proceedings related to academic dishonesty which may be initiated even after a student has graduated or ceases to be enrolled.

### **Relationships with Civil Authorities**

Because the College has an interest in preventing inappropriate behavior independent from that of civil or criminal authorities, the College reserves the right to proceed with disciplinary proceedings against a student under its Code of Student Conduct and Responsibility regardless of possible or pending civil claims or criminal charges arising out of the same or other events. When the College has jurisdiction in a matter subject to the Code of Student Conduct and Responsibility, it also has the right to report the matter, whenever appropriate, to civil or criminal authorities. While off-campus misconduct will not normally be the basis for disciplinary action, where the College has an identifiable interest separate from that of the off-campus community, such conduct may be subject to disciplinary action and review by the College.

### **Policies and Offenses Covered by the Code of Student Conduct and Responsibility**

Students who know and uphold the standards established by Peirce College for scholastic performance and appropriate student conduct will find their experience at the College rewarding and valuable toward satisfying their personal academic and career goals. Unfortunately, there are times when a student may fail to perform or to conduct him/herself in a manner that is consistent with the College's guidelines and expectations.

In cases of misconduct, Peirce College reserves the right to discipline any student responsible for such behavior. Examples of misconduct covered by the Code of Student Conduct and Responsibility and subject to review and enforcement through the Student Disciplinary System include, but are not limited to the following:

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- Violating the provisions of Peirce College's Code of Student Conduct and Responsibility or the provisions of any published policy or procedure or regulation of the College, including, but not limited to the policies set forth in this Handbook, including without limitation the policies entitled Equal Opportunity, Academic Honesty, Acceptable Usage of Computer Systems and Facilities, Alcohol and Illegal Drugs and Non-Violence.
- Intentionally engaging in behavior that disrupts or obstructs the instruction of students, any College-sponsored or supervised student activities, and/or the management and business affairs of the College.
- Verbally or physically abusing any person while on College premises or at a College-sponsored or College-supervised function.
- Stealing property that belongs to the College, to any student or employee of the College, or to any other person doing business with and/or associated with Peirce College.
- Failing to comply with directions given by any employee of the College who is engaged in performing his or her official duties.
- Engaging in other serious misconduct as determined in the sole discretion of the College.
- Committing or threatening to commit an act of violence against any member of the College community (including any student, officer, faculty member, manager, supervisor, employee or graduate of the College or any other person doing business with or associated with the College).

### **Disciplinary Penalties for Violations of the Code of Student Conduct and Responsibility**

Students found guilty of a violation of this Code of Student Conduct and Responsibility will be penalized based on the nature and extent of the violation. Although, generally, the College will follow a disciplinary system as described in the following three sections, every situation is unique and the College reserves the right to decide that a level of

sanction different from that which normally would apply would be more appropriate, including initiating discipline at an intermediate level or bypassing a level of sanction. In addition, some types of violations are so serious that, if engaged in, the College will almost always give a sanction of disciplinary dismissal/expulsion even where the student had not previously received any other lesser disciplinary sanction.

### **Violations Involving Academic Dishonesty**

For violations against the Policy on Academic Honesty, the College will impose, but not be limited to, one or more of the following penalties:

- **Level One:** The student shall be given a grade of zero for the assignment, test, or paper that is the subject of an incident of academic dishonesty.
- **Level Two:** The student shall be given a failing grade for the course.
- **Level Three:** The student shall be expelled from the College and will not be eligible for re-admittance.

Unless otherwise provided documentation of academic dishonesty, the College shall initiate discipline as a Level One Violation. In the case of intentional academic dishonesty, the College reserves the right to initiate discipline as a Level Two Violation.

Once a student has been penalized at a certain violation level, the next subsequent violation by that student shall be initiated at the next higher violation level.

In addition, other penalties may be given including, without limitation, dismissal from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College's commencement ceremony and/or related activities. In the event a student receives any of these penalties, a notation of the violation shall be placed in the student's file in the Office of the Dean of Students.

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## **Violations Not Involving Academic Dishonesty**

Students who are found to have violated the Code of Student Conduct and Responsibility for any reason other than academic dishonesty, the College will impose, not be limited to, one or more of the following penalties:

- **Level One:** The student is given a disciplinary warning and may be required to participate in support services, counseling, and/or workshops.
- **Level Two:** The student is placed on disciplinary probation. Under this level, the student may be dismissed from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College's commencement ceremony and/or related activities. In addition, other sanctions may be given, including without limitation, monetary penalty, mandatory counseling, community work, required educational program or such other sanctions as the College deems appropriate.
- **Level Three:** The student shall be expelled from the College and will not be eligible for re-admittance.

Based on the nature of the offense, the College reserves the right to assign the appropriate discipline level. Please refer to the [Disciplinary Penalties for Violations of the Code of Conduct and Responsibility](#) policy, which appears in *SECTION I* of this Handbook.

Students should also be aware that their conduct may result in the College reporting incidents to police or other law enforcement authorities and the initiation of legal action. In the event a student receives a sanction of disciplinary probation, suspension or disciplinary dismissal/expulsion, a notation of such probation or dismissal shall be placed in the student's files in the Office of Enrollment Services, the Office of the Senior Vice President of Academic Advancement & Provost, and the Office of the Dean of Students.

In addition, with respect to a violation of the Non-Violence policy, any weapon found on College property will be confiscated. Any student found to be in possession of a weapon while on the College premises (which includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College) or while participating in any off-campus College activity or event may be immediately suspended from the College at the discretion of the Dean of Students and may remain suspended until the matter has been investigated.

## **Other Sanctions**

Additional sanctions may be imposed to cover specific conditions or situations including, but not limited to, restitution or replacement of lost, damaged, or stolen property; payment for damage or personal injury; suspension of privileges to participate in any College-sponsored activity; suspension of eligibility to use certain College facilities; prohibition from participating in commencement ceremony and/or related events; referral to drug abuse or alcohol counseling; or periodic meetings with the Dean of Students or a counselor.

## **Structure of the Student Disciplinary System**

The goal of the following procedures and structure is to promote fundamental fairness and to protect students from arbitrary or capricious disciplinary action and will be adhered to as faithfully as possible. However, if circumstances dictate variation from these procedures and structure, the variation will not invalidate a decision unless the circumstances prevented a fair hearing.

The Dean of Students<sup>3</sup> shall have the following duties and responsibilities with regard to the Student Disciplinary System:

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<sup>3</sup> *References to the "Dean of Students" throughout this policy also includes his or her designee, where the Dean of Students is either unavailable or believes it is appropriate to excuse himself/herself for conflict reasons.*

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- Coordinate all aspects of the College's disciplinary system, including informing students of charges lodged against them, investigating charges, and undertaking such other activities as may be necessary to implement the provisions of the Student Disciplinary System.
- Coordinate the gathering of all facts regarding a violation of the Code of Student Conduct and Responsibility.
- Conduct interviews with students charged with a violation of the Code of Student Conduct and Responsibility; the Dean of Students will provide students who have been charged an opportunity to discuss the matter.
- Determine student accountability for violations of the Code of Student Conduct and Responsibility in a manner that ensures fundamental fairness and to assign sanctions in cases where guilt is determined.
- Advise students charged with a violation of the Code of Student Conduct and Responsibility of their appeal options.
- Maintain disciplinary records in accordance with the College's policy on retention of student records and with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For related information on FERPA, please refer to the [FERPA](#) policy, which appears in *SECTION VII* of this Handbook.

## **Disciplinary Procedures**

Students charged with a violation of this Code of Student Conduct shall be presumed to be innocent of all charges until their guilt has been determined on the basis of an admission of guilt or on the basis of evidence properly submitted. The following procedures have been established to ensure fundamental fairness in disciplinary proceedings.

Accused students shall be provided the following:

- A written notice of the alleged charges against them. If additional charges are brought, a further

written notice will be sent. These notices are sent via first class as well as certified mail. It shall be considered proper notice if the notice is forwarded to the last known home address on record in the Office of Enrollment Services.

- An interview with the Dean of Students in which the student is (1) fully informed of the charges lodged against him/her and of the procedures under the Student Disciplinary System and (2) given an opportunity to discuss the matter.
- The opportunity to review all available information and documents gathered during the preliminary investigation and to provide a statement, other information, or a list of individuals who may provide information on the student's behalf.
- A forum to present relevant information on his or her own behalf. Such relevant information may take the form of witness statements or witness testimony.
- The right to refuse to answer any question or make any statement; in this situation, the Dean of Students shall make the decision solely on the basis of the evidence presented.
- A decision based upon the preponderance of evidence presented. The decision shall take into consideration the severity of and conditions under which the alleged misconduct/violation of policy occurred; whether the alleged misconduct/violation of policy involved more than one rule or standard of conduct; the credibility of each of the witnesses or witness statements; and any other evidence the Dean of Students deems relevant in his or her sole discretion.

Evidence is admissible, at the sole discretion of the Dean of Students, when it is shown to be relevant to the factual issues of the case. Evidence obtained by a search of a student's person or property by an authorized College administrator (such as the Dean of Students or a Security Officer) shall be admissible where the College official has reasonable cause to believe both that the Code of Student Conduct

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and Responsibility had been violated and that this particular piece of evidence of the violation was present.

Only after a decision of guilt is reached will information concerning an accused student's past disciplinary record be considered in determining appropriate sanctions.

All interviews or meetings conducted by the Dean of Students during the course of his/her investigation shall be closed to the public. Witnesses who are called to testify shall not be permitted to attend any other interview or meeting except that in which they themselves testify.

If the report of alleged misconduct/policy violation involves more than one student, the students involved may request that their matter be handled separately from the other students. The Dean of Students shall determine whether separate investigations are warranted.

After the Dean of Students has completed his/her investigation, accused students are entitled to written notification by certified mail of the decision within three business days of the rendering the decision.

## **Right of Appeal**

Students found guilty have seven calendar days from the date of the decision letter to submit a written request to the Senior Vice President, Academic Advancement & Provost for an appeal, setting forth the basis of the appeal and any substantiating material. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.

Students found guilty may request an appeal to the Senior Vice President, Academic Advancement & Provost on the grounds that: (1) information that was not available at the time of the hearing has become available and could reasonably be expected to have altered the outcome of the case; (2) the College's disciplinary system was violated in a way that adversely affected the outcome of the

case; or (3) the sanction was unduly harsh and not justifiable. The Senior Vice President, Academic Advancement & Provost shall have the discretion to grant written requests for appeal by students found guilty by the Dean of Students. If the Senior Vice President, Academic Advancement & Provost denies a written request for appeal, the decision of the Dean of Students is final. If the Senior Vice President, Academic Advancement & Provost determines that a student's request for appeal has merit, the Senior Vice President, Academic Advancement & Provost shall hear the appeal and render a decision. The Senior Vice President, Academic Advancement & Provost shall provide a student with written notice of his/her determination within three business days of rendering his/her decision. Except as provided in the next paragraph, the decision of the Senior Vice President, Academic Advancement & Provost shall be final.

In cases where the sanction imposed is expulsion from the College, the student shall have the right within seven calendar days from the date of the determination by the Senior Vice President, Academic Advancement & Provost, to submit a written request to the President & Chief Executive Officer for review of the disciplinary procedures followed. If no written request is submitted within the seven-day period, the decision of the Senior Vice President, Academic Advancement & Provost shall be final. If a proper written request is received, the President & Chief Executive Officer will confirm that the Dean of Students and the Senior Vice President, Academic Advancement & Provost conducted a proper review of the matter. If, upon review, the President & Chief Executive Officer determines that a proper review was conducted, the decision of the Senior Vice President, Academic Advancement & Provost shall be final. If, upon review, the President & Chief Executive Officer determines that a proper review was not conducted, the President & Chief Executive Officer shall conduct such additional review as he or she feels, in his or her sole discretion, is necessary to render a decision. The President & Chief Executive Officer may choose to affirm or alter the decision of the Senior Vice President, Academic Advancement

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& Provost and therefore, is responsible for the final decision.

Except under emergency situations as set forth below, until accused students have exhausted their appeal rights, their status at the College shall not be affected. However, as noted below, students who are being investigated for a violation of the College's Code of Conduct, are in the process of appealing a charge that they violated the Code of Conduct or have been found to be in violation of the College's Code of Conduct may be prohibited from participating in the commencement ceremony. In cases alleging malicious or violent acts, a student may be prohibited from attending classes or other College sponsored events pending the outcome of the investigation.

### **Emergency Situations**

Because situations may arise that may not be fully covered by this Code, the Dean of Students is granted the sole discretion to exercise good judgment in emergency situations. Toward that end, the Dean of Students shall have the authority in emergency situations to issue temporary rules and regulations to prohibit student conduct including, but not limited to, suspending a student's right to be present on the College's premises pending further disciplinary proceedings when a student's presence is deemed by the College to be a threat to order, health, safety, or the College's educational mission. These determinations shall be made on the basis of evidence presented to the Dean of Students. The premises of the College include all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surrounding grounds and parking areas adjacent to these buildings, and vehicles owned or leased by Peirce College.

Subject to the emergency nature of the situation and where reasonably possible, the Dean of Students will provide the student with an opportunity to be heard before a decision is made to impose an interim suspension or conditions on the student's attendance. Where feasible, the Dean of Students may expedite the investigation of a charge against a student against whom an interim suspension or conditions of attendance are imposed.

### **COMMENCEMENT CEREMONY**

Although degrees are conferred three times per year in August, December, and June, the commencement ceremony is held once a year in June. All candidates for graduation must complete an Application for Graduation, pay the graduation fee at time of application, and submit the form electronically to Enrollment Services. Students can go to the following website to apply for graduation: <https://my.peirce.edu> under the *My Classes* tab. Failure to complete this form in a timely manner may preclude a student from participating in the ceremony and graduating within a student's desired timeframe. Degrees will not be conferred retroactively. Students who have met all academic and financial obligations, but who have not applied for graduation will have their degrees conferred during the next conferral period. To participate in Commencement, all degree and/or certificate program requirements must be satisfied. For more information, please review the [Degree and Certificate Program Requirements for Graduation](#) policy.

**All students must pay a graduation fee.** The graduation fee helps subsidize the cost of the commencement ceremony, the diploma and cover, transcripts sent with the diploma, and postage associated with the mailing of the diploma. This fee does not include the cost of the cap and gown for the commencement ceremony. The graduation fee must be paid whether or not a student participates in commencement.

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All financial obligations to the College must be met in order to participate in the commencement ceremony. Students who have not met financial obligations and/or have not completed required course work will not be permitted to participate in the ceremony and will not be able to receive their diploma or transcript. In addition, students who are being investigated for a violation of the College's Code of Conduct or have been found to be in violation of the College's Code of Conduct may be prohibited from participating in the ceremony.

## DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS FOR GRADUATION

The College has three degree programs: Business Administration, Information Technology, and Paralegal Studies. Within these programs, students can pursue an associate and/or bachelor's degree or certificate. For more information about these programs, students should contact their Enrollment Representative or Program Advisor.

Students may complete more than one concentration within a degree program; however, only one degree will be conferred: Business Administration, Information Technology, or Paralegal Studies. Students are encouraged to speak with their Program Advisor before making the decision to complete more than one concentration within a degree program.

Only the title of the earned degree or certificate program will appear on the diploma. A concentration within a particular degree does not appear on diploma. The official transcript lists the degree program and concentration and/or certificate awarded.

### For Bachelor's Degree Students

To qualify for graduation from Peirce with a bachelor's degree and to be eligible for participation in commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.
- Successfully complete all course-related program requirements with at least a 2.0 major grade point average. The number of major courses varies according to degree program.
- Maintain a cumulative grade point average of at least a 2.0.
- To qualify for graduation from Peirce's accounting program, accounting students must earn a 2.7 major and cumulative GPA.
- Successfully complete general education requirements.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College's policies, procedures, and regulations including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.

### For Associate Degree Students

To qualify for graduation from Peirce with an associate degree and to be eligible for participation in commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.
- Successfully complete all course-related program requirements with at least a 2.0 major grade point average. The number of major courses varies according to degree program.
- Maintain a cumulative grade point average of at least a 2.0.
- Successfully complete general education requirements.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College's policies, procedures and regulations, including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.



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## For Certificate Students

To qualify for graduation from Peirce with a certificate and to be eligible for participation in the commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that certificate.
- Successfully complete all course-related program requirements for that certificate with at least a 2.0 major grade point average.
- Maintain a cumulative grade point average of at least 2.0.
- Meet all financial obligations to the College.
- Otherwise be in compliance with the College's policies, procedures and regulations, including without limitation of the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Student Policy Handbook.

## Criteria for Awarding Posthumous Degrees

In certain rare instances, Peirce College may award a posthumous degree. In such cases, students who have earned a minimum of 45 credits toward an associate degree or 90 credits toward a bachelor's degree and have been in good standing at the time of their death may be eligible to receive a posthumous degree. Each request will be carefully reviewed by the Senior Vice President, Academic Advancement & Provost. After approval, the posthumous degree will be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

## GRADUATION HONORS

Special recognition is granted at the commencement ceremony to degree students (associate and bachelor's degrees) who maintained a high cumulative GPA at completion of their studies at Peirce College as follows:

## Cumulative Grade Point Average

3.95-4.0  
3.850-3.949  
3.700-3.849

## Honors

Summa Cum Laude  
Magna Cum Laude  
Cum Laude

Graduation honors are calculated at the end of the 14-week fall, spring, or summer period in which the student completed requirements for the degree program. The cumulative GPA for students completing the requirements for an associate degree may include grades for enrolled/completed bachelor's level courses. Graduation honor cords are given to students before the start of the commencement ceremony. **Peirce College does not award graduation honors to students earning a Certificate of Proficiency.**

## COURSE AUDITING

Students or alumni may audit courses for the purpose of reviewing course content. Grades will not be provided and credit will not be granted for audited courses. Audited courses may not be applied to course requirements for degree programs. Financial aid will not be applied to the cost of audited courses. Class space must be available and audit fees must be paid in advance in order for students or alumni to audit a course. The Course Audit Application must be completed by the student or alumni and approved by the Dean, Enrollment Management and the Dean of Students. Students or alumni have seven calendar days from the start date of a course to drop or add an audited course. Refund schedules from the College's drop/add and withdrawal policies will be applied to audited courses.

Students or alumni who wish to audit a course in which they have not previously received credit must pay full tuition for the requested course. Although, in these cases, full tuition is required, grades will not be provided, credit will not be granted, and the course may not be applied to fulfill degree requirements. Students seeking to audit a course in which transfer credit was earned may do so only if they are enrolled in additional courses at the College.

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## DROP/ADD

Students are strongly encouraged to discuss with their Program Advisor and Financial Aid Specialist any changes to their academic plan. Drop/Add requests can be submitted at <https://my.peirce.edu> under the *My Classes* tab. Students requesting to drop/add must adhere to the following policies:

### Drop

Students are allowed seven calendar days from the start date of a course to drop a course and receive 100% tuition reimbursement. Day one of the drop period begins the same day a course is offered to students. For example, if a student's class begins on Monday, the student has through the following Sunday to drop the course. If a course is dropped after the seventh day, full tuition is charged for the course. **Failure to attend class or log into a course will not result in an automatic drop.**

For exact dates, please consult the academic calendar, which may be found at <https://my.peirce.edu>. The student is responsible for initiating the drop process with his/her Program Advisor. Students should discuss the academic consequences of dropping a course with their Program Advisor. **Students should discuss the financial ramifications of dropping a course with his/her Financial Aid Specialist.** The effective drop date is determined by the date the student phones, faxes, emails, or submits online or in person the drop request to the Program Advisor. It is strongly recommended that students drop/add courses at <https://my.peirce.edu>.

Students are fully responsible for any Financial Aid and academic implications of their actions. In general, students are not required to have the approval of a Program Advisor and/or Financial Aid Specialist to drop/add courses. However students, who are in poor academic standing, may have restrictions to their academic schedule and will therefore need approval for any schedule changes.

According to the procedures outlined above, students who merely stop attending a course and fail to drop will incur a grade of "F." The student is considered the responsible party for any/all transactions processed against his/her academic record. **In addition, students are responsible for full payment of any course not dropped within the drop/add period.**

Any work the student has contributed and submitted via Class Companion websites up to the drop date will be removed upon completion of processing the drop. This work cannot be recovered.

### Add

Students are allowed seven calendar days from the start date of a course to add a course. A course cannot be added after the seventh calendar day. The effective add date is determined by the date the student phones, faxes, emails, or submits online or in person the add request to the Program Advisor.

In general, students are not required to have the approval of a Program Advisor and/or Financial Aid Specialist to drop/add courses. However students, who are in poor academic standing, may have restrictions to their academic schedule and will therefore need approval for any schedule changes.

Students are encouraged to discuss course schedule changes or additions with their Financial Aid Specialist and Program Advisor. Full tuition will be charged for a class that is added. **Students are responsible for contacting the professor, obtaining textbooks, and completing any missed work for the newly added course.**

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## WITHDRAWAL FROM CLASS

A request to drop a course after the assigned drop date will be treated as a “withdrawal.” A “W” grade is given to students who officially withdraw from a course on or before the withdrawal date noted in the academic calendar for 7-week courses or 14-week courses. Students enrolled in five-week courses, who withdraw from class after the first class meeting and before the fourth class meeting, will receive a “W” grade.

The “W” grade is not computed into the grade point average. Instructors do not have the authority to enter a grade of “W.” Accordingly, students are responsible for completing the required paperwork to withdraw from a course. The withdrawal form is available from Program Advisors or online at <http://my.peirce.edu> under the *My Advising* tab.

The completed withdrawal form is submitted to the Program Advisor. Students cannot withdraw at [my.peirce.edu](http://my.peirce.edu). The effective withdrawal date is determined by the date the student phones, faxes, emails, or submits online or in person the request to withdraw to the Program Advisor. Students must discuss the academic consequences of withdrawing from a course with their Program Advisor, who will refer students to a Financial Aid Specialist to discuss financial ramifications of withdrawing. **Not attending or participating in class does not automate an official withdrawal.**

Students are fully responsible for all tuition and related costs associated with the course from which the student is withdrawing. Students should be aware that withdrawals can lead to violations of the Financial Aid Student Academic Progress (SAP) Policy, probation and/or dismissal. A student is fully responsible for any Financial Aid and academic implications of their actions.

Students who request a course withdrawal from their Program Advisor by telephone must follow up in writing within seven calendar days in order to document the request. Any work the student has contributed and submitted via Class Companion websites up to the withdrawal date will be removed upon completion of the processing of the withdrawal. This work cannot be recovered.

For related information, please refer to the [Institutional Withdrawal and Refund](#) policy, which appears in *SECTION VIII* of this Handbook.

## MILITARY PERSONNEL

Peirce College recognizes that location, relocation, and deployment constraints make traditional course management and attendance difficult for military personnel. When military priorities arise, the following options are available regardless of the amount of coursework completed:

- Elect to receive an extension without additional charge
- Drop the course without academic or financial penalty

Students must inform their Program Advisor in writing by mail, email, or fax as soon as possible and provide copies of deployment papers or supportive documentation.

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## GRADING

Final grades are based on the performance of class requirements as stated in the course syllabus and/or modified during the course by the instructor. Grades submitted become part of the College's permanent student records. Some important information about grading follows:

- Grades are calculated and submitted by the instructor within 72 hours of the last day of the term.
- Failed courses in major subjects must be repeated at Peirce College.
- Courses in which grades of F, D-, D, D+, or C- are earned may be repeated.
- If a student enrolls to repeat a course but does not complete the course and receives an approved withdrawal, a "W" will appear on the student's transcript.
- The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.
- Courses for which a grade of "C" or above has been earned may not be repeated.
- Students must earn a grade of "C" or above in certain major courses and some prerequisite courses as listed in this section of the Handbook.
- Students who wish to contest a grade must follow the Academic Grievance policy. Please refer to the [Academic Grievance](#) policy, which appears in *SECTION I* of this Handbook.
- It is the student's responsibility to withdraw from a course.
- Instructors do not have the authority to enter a grade of "W."
- A student who voluntarily withdraws by the withdrawal deadline as stated in the academic calendar will receive a "W" and will be charged in full for the course.
- Students who fail to attend a course for which the student is registered and the student fails to withdraw properly, the student will receive

an "F" for the course and be charged for the course. For related information, please refer to the [Withdrawal from Class](#) policy, which appears in *SECTION I* of this Handbook.

- The effective date of drop, add, or withdrawal is determined by the date the student phones, faxes, emails, or submits online or in person the request(s). Students are strongly encouraged to review their request(s) with their Program Advisor and Financial Aid Specialist.

The following chart illustrates the grading scale at Peirce College:

Letter Grade	Course Average	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	<60	0.0
P	Passing	None
W	Voluntary Withdrawal	None
I	Incomplete	0.0

### Resolving Incomplete Grades

Incomplete grades are assigned due to illness, emergency, or extenuating circumstances. The granting of an Incomplete grade is done at the sole discretion of the instructor and should not be considered the norm. An Incomplete grade must be requested in writing from the student to the instructor no later than 24 hours prior to the last class session. If the Incomplete is granted, students may have up to 14 calendar days from the date of the last class session to resolve the Incomplete. **Unresolved Incomplete grades will change to an "F" after 14 calendar days.**

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## Course Grade Requirements

Students are expected to meet the passing grade requirements for courses taken. For some major courses, students are required to earn a grade of “C” or above. Students who do not meet this grade requirement are required to repeat the course. For a listing of “C” or above courses, please see the course description section of the College Catalog.

Please note Accounting majors only are required to earn a grade of “B-“ or above for ACC 101 and ACC201. All other students taking ACC 101 and/or ACC201 are required to earn a grade of “C” or above.

## INTERNATIONAL STUDENTS

Peirce College values the rich academic and cultural diversity that International Students add to our campus. Therefore, the following guidelines have been provided regarding admissions and employment as they apply to On Campus International Students, as well as to Peirce College’s Designated School Official. These are important rules set forth by United States Citizenship and Immigration Service (USCIS) and adhered to by Peirce College.

### Admissions

- In addition to Peirce College’s application materials, International Students are required to submit an International Form, an Affidavit of Support, and proof of financial responsibility. Proof of financial responsibility should include original, unaltered bank certificates, official award letters such as scholarships or assistantship grants, and/or letters from guarantors accompanied by the guarantor’s financial ability (proof of financial ability proven by bank certificates and letters from employer) to sponsor the student. Proof of financial responsibility may not include anticipated earnings. If an International Student is transferring from a foreign university or college to Peirce College, the student’s transcript needs to be translated into English and evaluated based on America’s college credit system. Proof of secondary school completion and English proficiency are required. Students

must use an agency that holds a membership with the National Association for Credit Evaluation Services (NACES) for transcript translation services. The email address is <http://www.naces.org>.

- After all documents are reviewed, Peirce College’s Designated School Official (DSO) will administer the student’s I-20A-B. International Students can then either apply for an F-1 Visa at the appropriate consular post in their home country or in certain circumstances, apply for a change of status to F-1 through the USCIS Service Center with jurisdiction over the Commonwealth of Pennsylvania. Certain students are permitted to take a full course load while their change of status is being processed. Individuals in the United States pursuant to a B-1/B-2 visa, however, are not permitted to enroll in a course of study without first obtaining the change of status in the United States on an F-1 visa abroad. Both the I-20A-B and the Change of Status application need to be certified and processed by Peirce College’s DSO. All International Students on F-1 Visas need to review and sign the International Student Contract, which is administered through the International Student Advisor.
- In order to be in F-1 status, students must apply for full-time study and remain full-time students, which is defined as 12 credit hours per term. The only exception to this rule is during the last semester of study before graduation; students are then allowed to enroll in the amount of credits needed to graduate. The annual vacation for International Students is during the summer. During this period, they can take as many classes as they wish or choose not to enroll in classes. Students are also required to attend all International Student meetings held by Peirce College.

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## Acceptable Employment without an Employment Authorization Document (EAD)

- *On Campus employment* is defined by 8 C.F.R. rule 214.2(f) (9) (i) as employment on the campus of the institution that issued the I-20 or at an off-campus location which is educationally affiliated with the school. Employment must not exceed 20 hours, except during annual vacation periods and when school is not in session. During these two periods of time, International Students are permitted to work full-time in on campus employment. For new students with initial entry to a new school, employment may begin no sooner than 30 days prior to the start of classes. On Campus employment is not permitted for a student who has not completed his/her course of study unless it is practical training.
- *Curricular Practical Training (CPT)* as defined by 8 C.F.R. 214.2 (f) (10) (i): “Alternate work/ study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Students who have received one year or more of full-time CPT are ineligible for post-completion practical training. Because Peirce College’s mission is to promote quality business, technology and legal related education, it is recommended that International Students participate in three semesters of part-time CPT, along with a year of post-completion practical training. However, the amount of part-time CPT in which a student may engage is unlimited, but Program Advisors should always keep in mind that one year or more of full-time CPT disqualifies students for their Optical Practical Training (OPT). In addition, students must have completed one academic year of full-time academic study and presently be in F-1 status before participating in undergraduate CPT. A request for CPT must be made with Peirce College’s DSO. After reviewing and approving the request, Peirce’s DSO shall complete the following:

- A. Verify the student’s F-1 status and completion of one full academic year.
- B. Update the student’s SEVIS record with an authorization of CPT for part time or full time employment.
- C. Print and endorse student’s updated I-20 that shows the CPT authorization.
- D. Provide student with I-20 and approval to begin CPT. A student may begin curricular practical training only after receiving his/her I-20 with DSO’s endorsement.

## Acceptable Employment Requiring EAD Card (After completion of one year of study in F-1 status)

- *Internship with an International Organization* as defined by ICE rule 214.2 (f) (9) (iii): “A bona fide F-1 student who has been offered employment by a recognized international organization within the meaning of the International Organization Immunities Act (59 Stat. 669) must apply for employment authorization to the Service office having jurisdiction over his or her place of residence.” Students must present a written certification from the international organization describing the student’s employment responsibilities, along with Form I-20 (certified by DSO showing eligibility for employment, and completed form I-765 with relative fee).
- *Severe Economic Hardship* as defined by 8 C.F.R. 214.2 (f) (9) (ii) “is caused by unforeseen circumstances beyond the student’s control. These circumstances may include loss of financial aid or on campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student’s source of support, medical bills, or other substantial and unexpected expenses.” The DSO may recommend the student for off-campus employment by certifying the following:

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- A. The student has been in F-1 status for one academic year (nine months).
  - B. The student is in good academic standing as defined by the academic institution and is carrying a full course of study (at least 12 credits per term).
  - C. The student has shown that acceptance of employment will not interfere with the student carrying a full course of study and that it will not exceed 20 hours per week when school is in session.
  - D. The student has proven through affidavits, bills, and/or currency rates that employment is necessary to avoid severe economic hardship. The DSO shall copy these documents and enclose them with the student's EAD application. These supporting materials aid in a positive, efficient adjudication result from the USCIS Service Center.
- Students must re-apply for employment authorization under Severe Economic Hardship on a yearly basis.
  - *Special Student Relief Program* is defined as students whose means of financial support, as reflected in their I-20, comes from Indonesia, South Korea, Malaysia, Thailand, or the Philippines and who demonstrate severe economic hardship may be authorized to work off campus under more relaxed standards than those applicable to other students seeking authorization based on unforeseen economic necessity.
  - *Optional Practical Training (OPT)*, as defined by 8 C.F.R. 214.2 (f) (10) (ii), "permits students to be authorized before and/or after completing his/her studies to work up to a total of 12 full-time months. A job offer is not required but may be advantageous to enable the student to utilize the full amount of authorized time." After a student has been enrolled for one academic year of full-time academic study and is presently in F-1 status, OPT can be authorized by the DSO under any of the following circumstances:
    - A. During annual vacation, or when school is not in session, provided that the student intends to enroll for the following session and has remained in acceptable legal and academic standing.
    - B. While school is in session, provided that OPT does not exceed twenty hours per week, but authorization is immediately terminated if the student transfers schools.
    - C. Must request (recommended 60 days in advance) before bachelor's graduation keeping in mind students must complete all Practical Training within 14 months following graduation.
    - D. Students who completed a bachelor's, master's, or doctoral degree in a STEM field (Science, Technology, Engineering, or Math) and are on post-completion OPT may apply for a 17 month extension if they have a job or job offer from an E-Verify employer.

### EMPLOYMENT AUTHORIZATION CHECKLIST

The following procedures should be followed by all students applying for employment under Optional Practical Training, Severe Economic Hardship, and Internship with an International Organization. All applicants should review the stated specific policies and procedures for the type of employment for which they are applying; additional materials, stated in the previous sections and not listed below, may be required.

#### International Student Responsibilities:

- All students must apply in-person to Peirce College's Designated School Official before submitting EAD application.
- Complete Form I-765 (application for employment authorization) and its accompanying signature card (Form I-765 Card). Obtain forms at 1600 Callowhill Street, Philadelphia's INS Service Center.
- Provide two photos (1<sup>9</sup>/<sub>16</sub>" x 1<sup>3</sup>/<sub>8</sub>"). 1600 Callowhill Street can take the appropriate photos.

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- Photocopy of Form I-94 (front and back) is required.
- Submit photocopy of Visa and passport photo.
- Photocopy of form I-20 bearing DSO's recommendation must be submitted.
- Provide photocopy of any previously issued EAD (front and back).
- A required fee in the form of a certified money order or personal check must be paid to the United States Citizenship Immigration Service. Consult with the designated school official for the required fee amount.
- Students are to send the completed materials listed above to the following address:  
United States Citizenship Immigration Service  
Vermont Service Center  
75 Lower Welden Street  
St. Albans, VT 05479-0001
- Students seeking OPT may apply as early as 90 calendar days prior to completion of study. OPT lasts for 12 months.
- Students must not begin their employment until the EAD card has been issued. Students must inform their DSO upon receipt of their EAD card.

## **DSO Responsibilities:**

- Evaluate the request and make a recommendation.
- Endorse and date I-20 to show that OPT is in student's major field of study and is recommended full or part-time. The number of months must be specified. For instance, the DSO might write: "The student, an accounting major, will be employed in an accounting firm for twelve months, beginning on June 1, 2006 and ending on June 1, 2007." The DSO's name, title, and signature must appear, along with the date.
- Return I-20 to student and send original I-538 to USCIS Data Processing Center.

## **RETENTION OF STUDENT RECORDS**

Current student transcripts and related academic information is contained in the student's file, maintained by the Office of Enrollment Services. The College retains a student's file indefinitely.

Official transcripts will not be issued to or on behalf of students who are indebted to the College.

The College maintains disciplinary records in the student's file in the Office of the Dean of Students. The disciplinary file contains documentation of all disciplinary actions taken against the student and related information. The College retains a student's disciplinary file indefinitely. Where a student has been dismissed from the College for disciplinary reasons, a notation of such dismissal shall be placed in the student's disciplinary file.

## **DISABILITY SERVICES**

In its commitment to ensuring that no otherwise qualified student with a disability is subjected to unlawful discrimination in the context of his/her educational experience, Peirce College makes certain that students with disabilities are provided equal access to educational and career development programs and/or student activities. Consequently, the College will make, on behalf of qualified students with learning and physical disabilities of which the College is aware, reasonable accommodations that do not impose undue hardships on the College. If a student believes he/she requires a reasonable accommodation or has a question regarding educational services, activities, programs or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant & Student Disability Services Coordinator in the Mary W. Walker '33 Center for Academic Excellence, 2nd Floor Alumni Hall (215.670.9251). All information associated with a disclosure of this nature is confidential, and the College will communicate this information to others only on a need-to-know basis.



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### **Grievance Procedure**

A student who has a grievance concerning disability services that have been requested or are being provided must initiate the procedure described below within 60 calendar days of the alleged occurrence.

A student with a grievance related to disability services that have been requested or are being provided must adhere to the following procedure:

- A. Contact the Facilitator, Perkins Grant & Student Disability Coordinator to discuss the grievance. Any person(s) acting on behalf of the student may file a grievance with the Facilitator, Perkins Grant/Student Disability Services Coordinator. Only after the student has met with the Facilitator, Perkins Grant & Student Disability Services Coordinator, either in person or by phone, may the student proceed to step B below.
- B. Should this meeting not yield a resolution that is satisfactory to both the student and the Facilitator, Perkins Grant & Student Disability Services Coordinator, the student or person(s) acting on behalf of the student may appeal to the Manager, Walker Center for Academic Excellence. Students must appeal within seven calendar days from the date of the determination by the Facilitator, Perkins Grant & Student Disability Services Coordinator. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Facilitator, Perkins Grant & Student Disability Services Coordinator.
- C. Should the matter not be resolved with the aid of the Manager, Walker Center for Academic Excellence the student or person(s) acting on behalf of the disabled student may appeal to the Dean of Students. Students must appeal within seven calendar days from the date of the determination by the Manager, Walker Center for Academic Excellence. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Manager, Walker Center for Academic Excellence.

- D. If, after the Dean of Students has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student or person(s) acting on behalf of the disabled student, may appeal within seven calendar days from the date of the determination by the Dean of Students by submitting a written request to the Senior Vice President, Academic Advancement & Provost for review. If no written request is submitted within the seven-day period, the decision of the Dean of Students shall be final.
- E. Upon a student's written request for a review, the Senior Vice President, Academic Advancement & Provost will confirm that a proper review of the grievance was conducted. If, upon review, the Senior Vice President, Academic Advancement & Provost determines that a proper review was conducted, the decision of the Dean of Students shall be final. The Senior Vice President, Academic Advancement & Provost may choose to affirm or alter the decision and therefore, is responsible for the final decision.

### **AVERAGE STUDENT COURSE LOAD**

During a 14-week period, the normal full-time student course load falls between 12 and 18 credit hours. Students considering taking more than 18 credits per 14-week period are encouraged to meet with their Program Advisor to discuss their academic needs. Students should be aware that taking an overload in courses may impact their financial aid and personal and professional commitments. To determine an academic plan that is most appropriate students should consult with their Program Advisor or Enrollment Representative.

### **GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE TRANSFER STUDENTS**

Students who transfer to Peirce College with an associate degree must have completed the following General Education bachelor's degree prerequisites: ENG 101, BIS 101/BIS 109, MAT Elective, SOC SCI

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Elective, SCI Elective, HUM/HIS Elective. If these prerequisites were not completed with a grade of “C” or above during the student’s associate degree program, the prerequisites may be completed at Peirce College.

### CREDIT FOR PRIOR LEARNING

Peirce College reserves the right, in its sole discretion, to allow students to earn up to 90 credits toward a bachelor’s degree and up to 30 credits toward an associate degree through any combination of transfer credits, credit by examination, work experience, and portfolio assessment. **Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses).** Students wishing to receive a degree or certificate from Peirce College must complete a minimum of 15 credits in their concentration through courses offered by Peirce College. Students may consult with their Program Advisor or Enrollment Representative for a list of these courses. In addition, students who are solely seeking a certificate program must consult with their Program Advisor or Enrollment Representative to review Credit for Prior Learning requirements.

### EVALUATION OF TRANSFER CREDITS

Peirce College welcomes students who wish to transfer credits from other institutions. Submission of official transcripts from all previous colleges attended is required as part of the admission process. Initially, the student will be provided with an unofficial transcript evaluation. After acceptance, a Program Advisor will evaluate each official transcript and those credits approved for transfer will be entered on the student’s academic record. It is the student’s responsibility to bring to the attention any and all courses from all other institutions the student wishes to have considered for transfer credit. Non-matriculated students are allowed to take up to 15 credits while waiting for official transcripts and other documents to be evaluated. Students will be notified about final acceptance into a matriculated program after review of official documents.

Peirce College, in its sole discretion, may permit the transfer of credits in the following instances:

- The institution where credits are earned holds regional or association accreditation or is a candidate for such accreditation. Peirce College reserves the right, in its sole discretion, to consider transfer credits from non-accredited institutions for courses that are consistent with Peirce College academic standards.
- The courses are applicable to the student’s academic program at Peirce and are equivalent to courses that Peirce offers.
- The student received a grade of “C” or above.
- The course is equivalent to at least three Peirce College credits. When converting quarter hour credits to semester credits, the earned quarter hours will be multiplied by 2/3 to determine semester credits. Each Peirce College three-credit course requires 42 contact or clock hours.

Specialized courses that are time sensitive due to technology changes, e.g., computer courses, will be considered for transfer credit. All technology courses will be reviewed by the Faculty Chair, Information Technology to determine if credit will be granted. Subject to the above criteria, general education and business/legal courses may be transferable regardless of age.

Courses that do not meet the above criteria may be accepted at the sole discretion of the College provided the student wishing to transfer can prove proficiency in the course through credit by examination. Developmental courses are not transferable.

Matriculated students who wish to take a course at another institution must complete and submit an Off Campus Class Form to their Program Advisor. This form is found on the Peirce College website at web portal at <http://my.peirce.edu> under the *My Advising* tab. This request must then be approved by the Manager, Program Advising prior to taking any off

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campus courses. Failure to do this may result in the credits not being accepted by the College.

Courses are evaluated in accordance with the American Council on Education Guides (ACE) and The Directory of National Program on Non-collegiate Sponsored Instruction (PONSI) Guide. These guides include, but are not limited to, *Accredited Institutions of Postsecondary Education*, *The Guide to the Evaluation of Educational Experiences in the Armed Services*, *The National Guide to Educational Credit for Training Programs*, and *External Degrees in the Information Age*.

When credits are transferred from another institution either at inception of the program of study or during the program at Peirce, the grade does not transfer. The grades from another institution do not impact the cumulative grade point average (GPA) for courses completed at Peirce College.

### **ADVANCED PLACEMENT (AP) EXAMS**

Peirce College reserves the right, in its sole discretion, to allow any student who has passed an Advanced Placement examination in a subject applicable to his/her academic program to apply the credits toward a degree or certificate program at Peirce College. These credits will be handled in the same manner as transfer credits.

Peirce College reserves the right, in its sole discretion, to award transfer credit to students who successfully complete Advanced Placement examinations when applicable to the student's chosen program. Students must consult with their Program Advisor or Enrollment Representative to review Advanced Placement examinations and the transferability of AP credits. Transfer credits do not impact a student's GPA.

Peirce College will use the ACE Guide's recommended credit-granting score to determine eligibility for awarding credits for AP Exams. Official documentation of the exam(s) and score(s) must be provided to obtain credit.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Peirce College reserves the right, in its sole discretion, to allow any student who has passed a general or subject CLEP examination in a subject applicable to his/her program to apply the credits toward a degree or certificate program at Peirce. These credits will be handled in the same manner as transfer credits. Students must consult with their Program Advisor to review general and subject examinations and the transferability of credits. Transfer credits do not impact a student's grade point average (GPA).

Peirce College will use the ACE Guide's recommended credit-granting score to determine eligibility for awarding credits for CLEP exams. Official documentation must be submitted early in the degree program to avoid duplication of course work. It is in the student's best interest to submit documentation during the student's first 14-week period at Peirce College.

Peirce College is not a CLEP testing site; however, students may obtain information about local testing sites by contacting the College Board at 1.800.257.9558 or accessing the College Board's website: <http://www.collegeboard.com/student/testing/clep/about.html>.

### **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES) EXAMINATIONS**

DANTES offers credit by examination through standardized tests originally developed for the U.S. Armed Forces but now available for civilian use. The Chauncey Group International, a division of the Educational Testing Service (ETS), administers the DANTES exams. For more information, go to <http://www.dantes.doded.mil>

Peirce College reserves the right in its sole discretion to award transfer credits for DANTES credits when applicable to a student's chosen degree program. Transfer credits do not impact a student's GPA.

## II. ACADEMIC ADVISING

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A student's eligibility to receive credit for courses based on other standardized tests will be reviewed and evaluated on a case-by-case basis based on ACE standards.

### CREDIT BY EXAMINATION

At the sole discretion of the College, a student who is currently enrolled at Peirce College and pursuing a degree or certificate may apply for credit by examination (or test out) in certain subjects. In order for a student to receive credit by examination, he/she must comply with the following process:

- Before submitting a request, the student must obtain approval from his/her Program Advisor.
- The student may take the exam to test out of a course only one time per course.
- A student may not test out of a course that he/she previously completed with a grade lower than a "C" or received an "I" (Incomplete) or "W" (Withdrawal).
- The non-refundable fee for Credit by Examination must be paid before scheduling the test with the Mary W. Walker '33 Center for Academic Excellence. If the student does not successfully test out of the course, the fee will be credited toward future tuition charges at Peirce College within one calendar year from date of test out.
- The student must complete the test within the scheduled time and follow test-taking procedures as outlined by the test administrator.

### BIS 101 Test Out

Peirce graduates returning to pursue a bachelor's degree who took BIS 101 more than six years ago but graduated less than six years ago will be given full credit for the course. If the graduation date was more than six years ago, the Peirce College graduate will have one opportunity to test out of BIS 101 at no charge. If the Peirce College graduate does not successfully test out of BIS 101, he/she cannot retake the BIS 101 course but must enroll in BIS 109, Information Searching and Presentation, in order to upgrade his/her skills.

Associate degree and certificate students who have not graduated and are readmitting into the College and who took BIS 101 less than six years ago will be given full credit for the course. If the readmit student took BIS 101 more than six years ago, he/she will have one opportunity to test out of BIS 101 at no charge. If the readmit student does not successfully test out of BIS 101, he/she cannot retake the BIS 101 course but must enroll in BIS 109, Information Searching and Presentation, in order to upgrade his/her skills.

If the student is successful in testing out of the course, the title of the course, credit hours, and notation of Credit by Examination (CE) will be recorded on the student's permanent record. Unsuccessful attempts are not recorded on the transcript. The credit hours earned through Credit by Examination are not included in the calculation of the student's grade point average (GPA). Please see current fee schedule at <https://my.peirce.edu> under the *My Finances* tab, for exact fee for Credit by Examination.

### CREDIT FOR WORK EXPERIENCE AND PORTFOLIO ASSESSMENT

#### Credit for Work Experience

At the sole discretion of the College, students may seek academic credit for work experience obtained prior to enrollment at the College when job responsibilities are similar to the learning outcomes for a particular course. Students may not submit for Credit for Work Experience for a course that he/she has previously completed with a grade lower than a "C" or received an "I" (Incomplete) or "W" (Withdrawal). **Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses).** To apply for credit for work experience, the student must comply with the following process:

- Provide a personal resumé identifying the job held and specific responsibilities. Credit for Work Experience may be awarded for currently or previously held jobs.

## II. ACADEMIC ADVISING

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- Submit a reference letter from the appropriate manager/supervisor documenting the nature, frequency, and duration of the work experience that is related to the course. For example, if applying for credit for work experience for ACC 101, the letter should describe duties, responsibilities, length of service, and level of competence in the accounting department.
- Write an essay that demonstrates how the learning objectives for the course have been met by the work experience.
- Provide documentation such as job descriptions, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.
- Consult with the designated Faculty Chair prior to constructing the work experience document. The completed document is to be submitted to the Manager, Program Advising. Students must submit documentation during his/her first 14-week period at Peirce College.

### For IT Courses

Most of the IT courses in the Peirce College curriculum have an industry standard test equivalent. Students should consult with their Program Advisor or Enrollment Representative if they would like to apply an industry test or certification for IT course credit.

The College maintains an updated list of industry certifications that students can use to verify work experience. Students may use their industry credentials that may not apply directly, as documentation, to prove proficiency in a lower level course, as long as the test credentials and objectives match the course outcomes and the student completely addresses them in the learning essay.

At the discretion of the Faculty Chair, students may include a course's final project as part of the Credit for Work Experience documentation that they submit, along with the learning essay required, to show that

they meet the course outcomes as outlined in the syllabus.

If the Credit for Work Experience is approved, the title of the course, credit hours, and notation of Credit for Work Experience will be recorded on the student's permanent record. The credit hours earned for work experience are not included in the calculation of the student's grade point average. Please see current fee schedule at <https://my.peirce.edu> under the *My Finances* tab, for exact fee for Credit for Work Experience.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The Credit for Work Experience documentation may only be resubmitted once, prior to the end of the following 14-week period. Should the Credit for Work Experience be denied, the fee would be applied toward future tuition charges at Peirce College within one year from date of denial. If the Credit for Work Experience submission is denied, the student may not subsequently seek Credit for Work Experience or test out for this same course but must enroll in the actual course for credit.

### Credit for Portfolio Assessment

At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit for job-related training and experience, non-job-related training, volunteer work, travel, hobbies, etc. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may seek portfolio assessment credit for experiences that are similar to the learning outcomes for a particular course. **Credit for work experience or portfolio assessment is not applicable to legal specialty courses (PLG & LAW courses).** To apply for portfolio assessment credit, the student must submit a binder including the required documentation organized into four sections as follows:

**Section 1:** Cover or Title Page, Table of Contents, and Degree or Certificate Planning Sheet

## II. ACADEMIC ADVISING

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Section 1 provides the organizational framework for the portfolio. In preparing this Section, the student should clearly identify the course for which Portfolio Assessment Credit is requested.

### **Section 2: Current Resume and Autobiography** (5 to 10 pages, double-spaced)

The resume provides the evaluator with insight into the student's experience and training. The autobiography is a self-portrait that serves as a means for the evaluator to get to know the student. The autobiography should highlight personal and professional experiences that support the learning that will be addressed in the learning essays.

### **Section 3: Peirce College Course Syllabus and Learning Essay**

The learning outcomes described in the Course Syllabus must be used as the model for the learning essay. In the learning essay, the student must clearly articulate the learning related to the course outcomes that he/she acquired as a result of life experiences.

### **Section 4: Labeled Documentation**

The provided documentation validates the experiences described in section 3. Documentation may include job descriptions, letters from supervisors, certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm prior learning.

Students should consult with the designated department's Faculty Chair prior to constructing the portfolio. Credit for Portfolio Assessment binders are submitted to the student's Program Advisor who forwards it to the Manager, Program Advising, who forwards it to the appropriate faculty member for evaluation. It is in the student's best interest to submit the portfolio during his/her first 14-week period at Peirce College. Please see current fee schedule at <https://my.peirce.edu> under the

*My Finances* tab for the exact fee.

If Credit for Portfolio Assessment is approved, the title of the course, credit hours and notation of Credit for Portfolio Assessment will be recorded on the student's permanent record. The credit hours earned for portfolio assessment are not included in the calculation of the student's grade point average.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The portfolio may only be resubmitted once, prior to the end of the following 14-week period. If a portfolio is officially denied credit, it may not be submitted again. Should Credit for Portfolio Assessment be denied, the fee will be applied toward future tuition charges at Peirce College within one calendar year from date of denial.

### **INDEPENDENT STUDY**

Independent Study allows students to undertake well-defined course work, research, or study projects, conducting their work under the guidance of an instructor in the chosen area, without regular class meetings. The Faculty Chair from the specified department must give academic approval for Independent Study requests. Independent Study will be approved at the discretion of the College and should not be considered the "norm."

Request for Independent Study forms are available at web portal at <http://my.peirce.edu> under the *My Advising* tab and should be submitted to the student's Program Advisor. The following conditions must be met:

- Independent Study may only be requested when the course is a required course or a prerequisite for a required course for graduation and there are no other course options.
- If the course has been canceled and that course is a required course or a prerequisite for a required course for graduation and there are no other course options, then an Independent Study may be requested.

## II. ACADEMIC ADVISING

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- The student must have a minimum 2.0 cumulative grade point average to qualify for Independent Study.
- The student may enroll in a maximum of two Independent Studies per 14-week period.
- The request for Independent Study should be submitted no later than two weeks prior to session start, except when a course has been canceled.

The faculty member is responsible for contacting the student as early as possible in the first week of the session. The faculty member will inform the student of course responsibilities and expectations and provide textbook information. If the student does not respond to messages, the faculty member will notify the Office of Academic Operations, and the student may be dropped from the Independent Study.

Independent Study follows the same drop/add/withdraw procedures as any other course. The student has seven calendar days after the first contact by the faculty member to drop the class to receive 100% tuition reimbursement. If the course is dropped after the seventh day, full tuition is charged for the course. The student must formally drop the class during this period or receive an “F” if she/he does not follow through with course obligations. For related information, please refer to the [Drop/Add and Withdrawal](#) policies, which appear in *SECTION I* of this Handbook.

The effective drop/add/withdraw date is determined by the date the student phones, faxes, emails, or submits online or in person the request to drop, add, or withdraw from an Independent Study.

### PREREQUISITE COURSES

A prerequisite is a course or group of courses that must be taken and successfully completed before another course is taken. **Example:** ACC 101 is a prerequisite for ACC 102.

Students must have met all prerequisite course requirements prior to the first day of class. While

students may preregister for classes that have prerequisites that are not yet met, it is the student’s responsibility to be certain that all prerequisites have been successfully completed. If a student learns that she/he has not successfully completed a prerequisite course, it is the student’s responsibility to drop the course for which the prerequisite is required. For example, a student may pre-register for ACC 101 in session 1 and ACC 102 in session 2 at the same time. However, if the student does not successfully complete ACC 101, it is the student’s responsibility to drop ACC 102.

If at any time during the session the College learns that a student has not successfully completed a prerequisite, he/she will be contacted to drop the course.

Students must earn a grade of “C” or above in some prerequisite courses. See the current College Catalog for a list of courses, prerequisites, requirements, and descriptions. The College Catalog may be accessed at <https://my.peirce.edu> under the *My Advising* tab.

### COURSE REPEAT

It is the College’s policy that students can repeat a course in which a grade of “C” or above has not been achieved. In instances where a student has not been successful after completing a course for a second time, in consultation with the Program Advisor, the student must submit a request to take a course for a third time or more. Financial Aid will not cover the cost of any course taken for the third time or more. When courses are repeated, the highest grade received for a course is used to calculate student GPAs. The lower grade(s) are not included in the GPA calculation. Grade reports and transcripts will reflect all courses attempted and earned. **Retired courses cannot be repeated. Any questions regarding retired courses should be directed to student Program Advisors.**

The request is made by completing a Repeat Course Request form. To access the form, go to <http://my.peirce.edu> under the *My Advising* tab.

## II. ACADEMIC ADVISING

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A letter of appeal, addressing the reasons why an exception to the course repeat rule is requested, should be completed. The appeal letter must also include a plan for succeeding in the course if the request is approved.

The completed Repeat Course Request form and appeal letter are submitted to the Dean of Students for academic approval.

**Students are financially responsible for any course taken more than twice. Financial Aid will not cover the cost of courses taken a third time or more.**

Students requesting to take a course for a third time should plan to repeat the course in the next upcoming session. All financial obligations must be satisfied in order to register. Students must pay half down prior to the start of class and make payment arrangements for the remaining balance. All balances must be paid by the end of the session. Students should contact the business office to make these payment arrangements.



### III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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#### Electronic Communications & Data

This policy applies to Peirce College's **Electronic Communications Resources** owned, leased, or managed by the College, including, but not limited to, the following:

- All components of the electronic communications physical infrastructure (for example, desktop computers, laptops, servers, routers, and wireless devices).
- All electronic communications and data (for example, staff and student information), or other identifiers associated with the College's systems and services (for example, email addresses and logins).
- Internet access, telephone (office and cellular), electronic mail, fax, photocopying, audio, and video recording, instant messaging and social media (for example, personal websites, blogs, Facebook, Twitter, and LinkedIn; collectively, "Electronic Communications Resources").

All students are required to use their Peirce College electronic identification (i.e., login) when utilizing a College computer. All users of the College's Electronic Communications Resources and Technology shall have no expectation of privacy over such use.

Electronic Communications Resources are provided to students for the sole purpose of research and other activities related to College courses.

As an exception to the foregoing limitation, students may use the Electronic Communications Resources for personal purposes, provided that such use:

- is kept to a minimum.
- does not directly or indirectly interfere with the College's operation of the Electronic Communications Resources.
- does not negatively impact a student's work study employment, performance, or obligations to the College.

Students shall not, under any circumstances, use Peirce College Electronic Communications Resources for:

- unlawful activities.
- commercial purposes.
- personal financial gain.
- disruptive purposes or to defame the College **or any third party**.
- distribution of jokes, personal graphics, video clips, or solicitations.

Students must **not** give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Peirce College, unless authorized to do so and limited to student work study-related matters. All authorized electronic communications sent on behalf of the College must contain the College's approved legal disclaimer.

Students must **not** directly, by implication, or through use of software, employ a *false identity* (i.e., *spoof*), or the name or electronic identification of another.

Students must **not** use Peirce College electronic communications resources for purposes that could reasonably be expected to directly or indirectly cause excessive strain on the College's Electronic Communications Resources or interference with others' use of the College's Electronic Communications Resources. This includes, but is not limited to:

- Sending or forwarding electronic mail chain letters.
- Exploiting electronic communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic communications.
- Sending an extremely large message or sending multiple electronic communications to one or more recipients to interfere with the recipients' use of electronic communications systems and services.

### III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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The electronic communication method known as **Instant Messaging** (IM or ICQ) and any derivations of unsanctioned electronic communications tools are not permitted to be used on or in connection with Peirce College's Electronic Communications Resources, unless configured and installed by a member of the College's Information Technology Department for College-related educational/research/business and other specifically authorized purposes.

Reasonable efforts are made by the College to filter out **unsolicited** electronic messages, sent or posted as part of a larger collection of messages, all having **substantially identical content, and commonly referred to as "spam."** However, given the nature of the Internet, the College cannot prevent users from receiving electronic communications they might find offensive. The College is not responsible for any harm, loss, or damage incurred by an individual as a result of personal use of or inability to use the College's Electronic Communications Resources.

The use of **cell phones** at Peirce College by students, although not prohibited, should not interfere with the learning environment. Cell phone use is not permitted in classrooms under any circumstances. Students taking a call on their cell phone during class must leave the classroom. Cell phones used within the premises of the College must be programmed so that notification of incoming calls cannot be heard by others around him/her.

The use of personal or College owned **Visual Recording Devices** and/or **Audio Recording Devices** are generally not permitted on College premises. Students are further prohibited from recording conversations or lectures at the College or for arranging for or assisting others (students, employees, or non-employees) to do so.

Visual recording devices include, but are not limited to, cameras, video cameras, cellular camera phones, and/or any other device which is capable of taking, storing, or displaying a visual picture, whether in real time or time delayed. Audio recording devices include, but are not limited to, tape recorders, video cameras with audio components, and/or any other device which is capable of capturing, storing, or playing sounds.

Peirce College **Electronic Communications Data**, (which includes, but is not limited to electronic mail, web, PC or server based data, created or owned by the College) must reside on College servers and not on desktops or laptops. In addition, College Electronic Communications Data cannot be backed up nor duplicated onto personal devices. Personal storage devices are strictly prohibited from use on or with Peirce College Electronic Communications Resources. Personal devices include, but are not limited to, Zip drives, USB storage devices, CD/DVD burners, or any other type of personal mass storage device.

Students must comply with the College's limitations on data storage of electronic communications. Failure to comply with such limitations will result in automatic warning and the eventual inability to use electronic communications until the student reduces data storage to acceptable thresholds.

#### **Technology Usage**

The term "Peirce College Technology" includes all College-leased, licensed, or owned hardware and software, all College websites, network systems, databases, any online or distance learning system used by the College, and all documentation relating to the foregoing. Activities covered by this policy include, but are not limited to, usage of College applications and the Internet; files, data, and printing; network and/or distance learning system usage; security and confidentiality of data; and passwords.

### III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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All Peirce College students must use Peirce College Technology only for course-related educational/ research, and other specifically supported purposes. Minimal personal use of Peirce College Technology by students is permitted, provided that such use:

- is kept to a minimum.
- does not directly or indirectly interfere with the College's operation of Peirce College Technology.
- does not negatively impact other students, faculty, and Peirce College Technology (labs, library, classrooms, wireless, etc.).
- is not for political, romantic, for-profit, or other commercial purposes.

Peirce College students are not permitted to use any Peirce College employee's telephone or fax without direct and supervised approval of a manager or his/ her designee. Long distance telephone and fax calls are paid for by the student when the bill is received by the College.

Under no circumstances may a Peirce College student login at or use a Peirce College employee's computer.

All students must protect their User Login from unauthorized use. Students are responsible for all activities on their User Login or that originate from their User Login.

A student may access only files, communications, and data that are created by the student, or that are publicly available, or to which the student has been given authorized access. **A student is prohibited from accessing, viewing, printing, imputing, deleting or changing any records including his or her own records or those regarding any other student(s) or concerning any Peirce College employee record** without proper authorization from the College.

A student may not use or access another student's or employee's User Login, password, or email. A student cannot login at more than one computer at a time or allow his or her Login to be used on multiple computers.

All students must abide by all applicable laws and rules, including, but not limited to, copyright laws, software license terms, property rights, website, and Internet service provider terms of use, and privacy laws and policies.

Students must not install, download, or store any software or other electronic content on, or remove any software or data from, Peirce College's Technology or Electronic Communications Resources. Examples of software or other electronic content include, but are not limited to, music, games, screen savers, commercial shareware, and freeware software.

Students are prohibited from any activity that might be harmful to or compromise the security of Peirce College Technology or any information on Peirce College Technology or Electronic Communications Resources, such as, creating or propagating viruses, Trojan horses, worms, or other invasive or destructive content or software; disrupting services; allowing unauthorized persons to access or use Peirce College Technology; or damaging files; and/or vandalizing any Peirce College Technology or making any attempt to harm or destroy data of another student, faculty, administrative, or staff member.

Students cannot register, sell, or lease College-owned equipment or software for personal profit or benefit. Students shall **not** connect any non-College owned hardware or software to Peirce College Technology. This includes, but is not limited to, hubs, wireless routers, network cards, external peripheral or external storage, or recording devices (USB, CD, or DVD burners), home computers, PDA's, cell phones, iPods, or other handheld devices.

### III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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Students are prohibited from using Peirce College Technology or Electronic Communications Resources to disparage, ridicule, or denigrate any person or group on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law or to access, post, download, transmit, copy, or distribute any material or message which disparages, ridicules, or denigrates any person or group in this manner.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to send or post messages that contain abusive or objectionable language, that defame or libel others, or that infringe the privacy rights of others. Students shall not view, download, copy, send, post, or access information that is illegal, obscene, or otherwise inconsistent with the College's nondiscrimination policy or policy prohibiting harassment (for example, sexual images, sexist comments, racist messages, ethnic slurs, and religious slurs).

Students shall not broadcast unsolicited messages, send unwanted mail, make harassing telephone calls, or send chain letters using Peirce College Technology or Electronic Communications Resources.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to access, archive, distribute, edit, or record adult-oriented websites or sexually explicit or suggestive materials.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources for personal or commercial profit. Examples include, but are not limited to, selling access to your User Login or to Peirce's systems or networks and using Peirce's resources to run a personal business.

Students are prohibited from engaging in any other activity that does not comply with the general principles presented above. When in doubt as to whether an activity is prohibited, students should contact their faculty member or the Dean of Students.

#### **Monitoring and Violations**

Peirce College will seek to maintain system security and integrity, but students should not assume that their information in their accounts or on Peirce College Technology or Electronic Communications Resources they use is private. The College may access, inspect, search, block, monitor, review, record, archive, and/or disclose any usage conducted through information stored on or information transmitted through Peirce College Technology as well as Electronic Communications Resources, both in real time and after the fact, whether conducted at the College or remotely. In addition, the College reserves the right to access, inspect, search, block, monitor, review, record, archive, and/or disclose any files or other information created, stored, received, or transmitted through College computer or activity on network accounts. By using Peirce College Technology and Electronic Communications Resources, you hereby consent to the foregoing and waive any right to privacy in connection with the activities described in this policy.

Any violations of this policy will result in appropriate corrective and/or disciplinary action. For related information, please refer to the [Code of Student Conduct and Responsibility](#) policy, which appears in *SECTION I* of this Handbook.

The College reserves the right to seek compensation and/or indemnification from a student for damage(s) arising from violations of this policy. In addition, the College and/or third parties may pursue criminal and/or civil action for violations of law.

### III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS AND FACILITIES

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#### STUDENT EMAIL

Peirce College provides all students with an email address to facilitate communications between students and the College. When using email to contact Peirce faculty or staff, students are required to use the College-supplied email address.

The College will send all official email communications to students' College-supplied email address. Students are responsible for reviewing their email at their assigned email address on a frequent and consistent basis. Students should be aware that some email communications are time sensitive. Failure to review email in a timely manner does not absolve students from complying with the content of such communications.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA. For this reason, Peirce will not and cannot respond to any email from a student not using the official College-supplied email address.

To ensure confidentiality, some private information may be made available only through my.peirce.edu, which is password protected. In these cases, students will receive email correspondence directing them to my.peirce.edu, where they can access their confidential information. The confidential information will not be available in the email message.

For more information, please refer to the [FERPA](#) policy, which appears in *SECTION VII* of this Handbook.

## IV. ADMISSIONS

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In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

Peirce College has an open admissions policy. To be admitted to Peirce College as a matriculated student, all required official documents must be on file with Peirce College. Students who have completed the admissions process but not yet submitted all required official documents are considered non-matriculated and may enroll for up to 15 credits. Students will be notified about final acceptance into a matriculated program after review of the official documents.

### Admissions Requirements

Peirce College has an open admissions policy, whereby the College will accept any student who applies and who submits the following documents:

- A completed application for admission with application fee.
- An official transcript documenting high school graduation or a copy of the GED or state equivalency diploma and scores.
- Official college transcripts for transfer evaluation if the student has previously attended college. The College reserves the right, in its sole discretion, to accept or deny credits. It is the student's responsibility to bring to the attention of the College all courses from other institutions which the student wishes to be considered for transfer credit.

Peirce College reserves the right to require students who may benefit to take a reduced course load. Please refer to the [Placement](#) policy, which appears in this section of the Handbook.

### Full-time Students

Full-time students enrolled in a degree or certificate program are required to take no fewer than 12 credit hours per 14-week period.

### Part-time Students

Part-time students enrolled in a degree or certificate program are enrolled in fewer than 12 credits per 14-week period.

### Application Fee

A non-refundable application fee must be submitted with the application. The fee is valid for a one-year period.

## COMPUTER / INTERNET REQUIREMENTS FOR ALL STUDENTS

All students are required to own or have access to a personal computer with Internet access. Students who do not own a personal computer and are using a computer such as one at the College or at work are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes.

Minimum Computer System Requirements include:

### PC (Personal Computer)

- Microsoft Windows XP, Service pack 3 or Vista. Service Pack 1.
- 512 MB Ram (3 GB recommended).
- High speed Internet connectivity (DSL, Cable, or Fios).
- Dial up Not Recommended.
- Sound card and speakers.
- Internet Explorer 7.0 **or** Firefox from Mozilla.
- Flash 9.0 from Adobe.
- To use On Campus Wireless: an 802.11 B or wireless card.

## IV. ADMISSIONS

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### MAC

Peirce College does not support MAC and does not provide any software for MAC.

Software required in certain IT classes is available only for Windows. If you are using a Macintosh computer to participate in desktop application, programming or networking courses, you will need to have access to a Windows-based operating system. Mac users can run Windows through Boot Camp or through virtualization products such as VirtualBox, VMware Fusion, or Virtual PC.

### ORIENTATION COURSE REQUIREMENT

Peirce 101 is a one-credit hour course designed to orient students to the College's services and adjust to college study. Peirce 101 is offered only in the online format and can be paid for with Financial Aid (for students who meet Financial Aid eligibility requirements).

All new, returning, and transfer students must complete Peirce 101 within their first fourteen weeks of enrollment at the College. Students must earn a grade of "P" or "pass" in the course. **Students who do not meet this requirement will not be permitted to continue enrollment at the College.**

To register for Peirce 101, students can contact the Admissions Office at 888.GO.PEIRCE, ext. 9214, contact their Program Advisor, or register through <https://my.peirce.edu>.

For more information about Peirce 101 or other support services for first year students, please visit the First Year Initiative website at <http://www.peirce.edu/FirstYearInitiative/default.aspx>.

### PLACEMENT POLICY

Students who are admitted or readmitted to the College without approved transfer credit (i.e. a grade of "C" or above from an accredited college) in English 101 and/or college-level math are required to take a skills assessment. The College uses the assessment

to place students in the appropriate level of English and/or math for initial coursework. The assessment is generally administered on the computer and measures grammar and math skills. A paper and pencil version of the assessment and special accommodations for disabled students are available.

Students receiving a score of 70% or better in the assessment(s) will select college-level courses with the guidance of an Enrollment Representative. Students receiving a score less than 70% will be required to take and pass English 101 and/or college level math in a 14-week format. Students who do not pass English 101 and/or college level math in the 14-week format must repeat these courses in the following academic session. Please refer to the [Academic Progress](#) policy, which appears in *SECTION I* of this Handbook and the [Course Repeat](#) policy, which appears in *SECTION II* of this Handbook.

**Students may waive the assessment(s) requirement, resulting in automatic enrollment in the 14-week format for English 101 and/or college level math, as applicable.**

### RE-ADMITTANCE

Students who have been on inactive status for a full calendar year may apply for re-admittance by completing and submitting a Peirce College application.

The Admissions Office, the Business Office, Student Financial Services, and the Program Manager, Student Services will review the application and determine, in their sole discretion, whether re-admittance is appropriate.

Students reapplying must meet all current Peirce College entrance requirements (includes students who applied and never enrolled in classes). Students re-admitting to the College are required to pay the \$50.00 application fee. Please refer to the [Placement](#) policy, which appears in this section of the Handbook.

## IV. ADMISSIONS

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Each re-admitted student will confer with an Enrollment Representative to discuss the student's academic schedule. The student will return to the College under the most current degree program requirements and College policies.

Students who were previously dismissed due to a poor academic history must meet with the Program Manager, Student Services to complete an Educational Development Plan (EDP) prior to re-admittance.

For re-admitted students, technical courses, such as computer courses, will be applied toward a student's degree program requirements only if the courses are not more than six years old. Courses more than six years old will be reviewed by the Faculty Chair, Information Technology to determine if credit will be granted. At the sole discretion of the College, general education, business, and legal courses may be applied toward a re-admitted student's degree program requirements regardless of when they were taken. For re-admitted students who previously took BIS 101, please refer to the [BIS 101 Test Out](#) policy for Returning Students which appears in *SECTION II* of this Handbook.

**Students who were academically dismissed** are restricted to no more than one re-admittance. In addition, students who were academically dismissed may be required to follow academic conditions determined by the Dean of Students. Students who fail to meet these conditions will be dismissed from the College.

### CREDITS FROM PEIRCE JUNIOR COLLEGE

Grades for courses taken at Peirce Junior College and Peirce College are reflected in students' academic records including transcripts. Students may request a copy of their official Peirce Junior College transcript as well as their Peirce College transcript. For information on ordering transcripts, please refer to the [Transcript Request](#) policy, which appears in *SECTION X* of this Handbook.



## V. CONSUMER INFORMATION

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The College is required by the U.S. Department of Education to provide consumer information to prospective students, current students, and alumni. The consumer information will provide students with the information necessary for choosing appropriate academic programs and for fully understanding the responsibility of loan repayment.

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act) requires an Annual Security Report disclosing the College's security policies (including emergency response and evacuation procedures and timely warnings) and reporting of crime statistics.
- The Student Right-to-Know Act requires disclosure of information on graduation, completion, retention and transfer-out rates of certificate- or degree-seeking first-time full time undergraduate students.
- Financial Aid Information:
  - need-based and non-need-based federal financial aid that is available to students
  - need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available
  - how students apply for aid and how eligibility is determined
  - how the school distributes aid among students
  - rights and responsibilities of students receiving aid
  - how and when financial aid will be disbursed
  - terms and conditions of any employment that is part of the financial aid package
  - terms of, schedules for, and the necessity of loan repayment and required loan exit counseling
  - criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid
- costs of attendance: the costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting), and any additional costs of the program in which the student is enrolled or has expressed an interest
- who to contact for information on student financial assistance and for general school issues
- withdrawal from the College: a statement of the requirements for the return of Federal Student Aid (FSA) program funds when a student withdraws from the College, information about any refund policy with which the College must comply, and the requirements for officially withdrawing from the College
- General Information about Peirce College
  - accreditation and licensing: the names of associations, agencies, and/or governmental bodies that accredit, approve, or license Peirce College and its programs, and the procedures by which a student may receive a copy for review of the College's accreditation, licensure, or approval
  - degree and certificate programs and training, and other education offered
  - services and special facilities for students with disabilities
  - voter registration information
  - terms and conditions under which students receiving federal education loans may obtain deferments
  - instructional, laboratory, and other physical plant facilities associated with the academic programs
  - a list of the faculty and other instructional personnel
  - textbook information
  - student body diversity information

## V. CONSUMER INFORMATION

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- job placement and type of employment information on graduates
- graduate and professional education information on bachelor degree graduates
- Student Rights under the Family Educational Rights and Privacy Act (FERPA). For related information, please refer to the FERPA policy, which appears in *SECTION VII* of this Handbook.
- Drug and Alcohol Abuse Prevention Information. For related information, please refer to the Campus Safety and Security policy, which appears in *SECTION IX* of this Handbook.
- IRS Form 1098-T an Internal Revenue Service (IRS) requirement

For more information, please go to <http://www.peirce.edu/About/Compliance.aspx> to find links to other departmental sites that disclose specific information.

### **Credit Card Marketing Policy**

According to the Credit Card Accountability and Disclosure Act of 2009, implemented by the Federal Reserve Board, colleges and universities must adopt a policy that regulates credit card marketing on college campuses. As a result, Peirce College has implemented the following policies and procedures to ensure compliance with this regulation:

1. Credit card marketers must be first approved by the Senior Vice President of Finance and Administration with a confirmed agreement before any marketing takes place via mail, email, on campus, or other means deemed appropriate.
2. Credit card marketers may be limited to the amount of time they can market credit card information.
3. Credit card marketers may be limited to specific areas of the campus.
4. Credit card marketers are prohibited from offering tangible items (e.g., gifts, coupons, gift cards, etc.) to any students in exchange for a student applying for or opening a credit card account if such an offer is made on campus, near the campus, or at an event sponsored or related to the College.
5. Credit card marketers must provide credit card debt education literature that the College can provide to students and/or alumni. Violation of the credit card marketing policy may result in breach of a credit card agreement.

Upon request, credit card agreements between the College and any card issuer or creditor for the purpose of marketing a credit card will be provided. To request a copy of the College's credit card agreement(s), please contact the College's Chief Business and Financial Services Officer at 215-670-9600.

## VI. EQUAL OPPORTUNITY

### NONDISCRIMINATION

Peirce College is committed to ensuring equal opportunity in all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, and College-sponsored extracurricular activities).

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

### PROHIBITING HARASSMENT

The College will neither engage in nor tolerate sexual or any other form of unlawful harassment. By way of example only, the following behaviors and/or communications are inappropriate and as such prohibited, regardless of whether they are illegal.

- Requiring sex or the performance of sexual favors by a student as a condition for satisfying successfully the academic requirements for a course of study or for continued enrollment and participation as a student of the College.
- Requiring sex or the performance of sexual favors by a student as a condition for qualifying for or continuing in a Work Study program with the College.
- Requiring sex or the performance of sexual favors by a student as a condition for establishing eligibility for or enjoying any term, condition, or benefit associated with any of the College's academic or student services or programs.
- Punishing a student with regard to any term, condition, or benefit associated with any of the College's academic or student services or programs because he or she did not submit to sexual advances or making any academic, disciplinary, or other decision based on a

student's submission to or refusal to submit to sexual advances.

- Sexual or suggestive pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, profanity, nicknames, conversations<sup>4</sup>, questions, innuendo (verbal and non-verbal), objects and symbols; frequent and/or inappropriate comments on appearance; repeated requests for dates; excessive and/or inappropriate touch; and other inappropriate behaviors and/or communications of a sexual, suggestive, or biased nature.
- Pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, epithets, nicknames, conversations, questions, objects, symbols, imitations, and other communications/behaviors which reflect negatively upon, stereotype, or disparage any protected group, e.g., any race, gender, ethnic group, age, religion, or disability.
- Hostile, abusive or demeaning communications or behaviors related to a protected group or directed at someone because of his or her membership in a protected group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to electronic communications via Peirce College Technology which include, email and voicemail, Internet communications and searches, and other technology assisted communications. For related information, please refer to the [Acceptable Usage of Computer Systems and Facilities](#) policy, which appears in *SECTION III* of this Handbook.

The prohibitions on inappropriate behavior set forth above apply not only on the College campus itself but also to all other academic-related settings, such as on site locations as well as academic-related social functions.

<sup>4</sup> *In educational instruction, there may be times when sexuality is an appropriate topic of conversation. In these situations, the discussions of sexuality and related issues (1) should be limited to educational or other legitimate purpose; (2) should be professional without being excessive in terms of focus or explicitness; and (3) should not include profanity, offensive wording or insinuation or suggestive, explicit or inappropriate humor.*

## VI. EQUAL OPPORTUNITY

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It is of no defense to inappropriate behavior that there was no bad intent, it was only a joke, or that it was not directed at any person.

It is also important to keep in mind that these are only some examples of inappropriate behavior.

### PROHIBITING RETALIATION

The College will neither engage in nor tolerate unlawful retaliation of any kind against any student who makes a complaint of unlawful discrimination, harassment, or retaliation, serves as a witness, or otherwise participates in the investigatory process. As with all other provisions of this policy, all students are protected by this provision as well as restricted in terms of what they do.

It is no defense to retaliation that the complaint did not have legal merit. Generally speaking, so long as a student acts in good faith in making a complaint alleging unlawful discrimination, harassment, or retaliation, serving as a witness, or otherwise participating in the investigatory process, no adverse action can be taken against him or her because he or she made the complaint, served as a witness, or otherwise participated in the investigatory process.

Prohibited retaliation will be handled under this policy in the same manner and subject to disciplinary/corrective action to the same degree as any other violation of this policy.

### DISCRIMINATION, RETALIATION, OR HARASSMENT ADVANCED BY NON-EMPLOYEES

The prohibitions set forth in this policy apply not only to the students of Peirce College but also to the College's officers, employees (including faculty members, administration, and staff) and to other non-employees with whom students may come in contact and/or interact in connection with their educational experience (such as College contractors, including Co-op employers, the College's vendors and suppliers). Consequently, if you feel discriminated against, harassed (sexually or otherwise), or

retaliated against by one of the College's officers, employees, or other non-employee in connection with your educational experience, you should use the procedure set forth below. Conversely, the prohibitions set forth in this policy apply to the student's conduct relative to the College's officers, employees, other students, and other non-employees with whom students may come into contact and/or interact in connection with their educational experience.

### SOCIAL RELATIONSHIPS WITH OTHERS ASSOCIATED WITH PEIRCE COLLEGE

From time to time, students become involved in social relationships while attending Peirce College. While you have a right to say "yes," you also have an absolute right to say "no."<sup>5</sup> Consequently, if you feel any unwelcome pressure to become involved with any students, College officers, employees (including faculty members, administration, and staff), or other non-employees with whom you may come into contact and/or interact in connection with your educational experience (such as College contractors, including Co-op employers, the College's vendors and suppliers), we urge you to use the complaint procedure set forth below.<sup>6</sup>

### COMPLAINT PROCEDURE

If you believe that you have been unlawfully discriminated against, harassed, or retaliated against by any student, College officer, employee (including faculty members, administration, and staff) or other non-employee with whom you may come in contact and/or interact in connection with their educational experience (such as College contractors, including

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<sup>5</sup> Although not prohibited, the College strongly discourages students from dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with College faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Students.

<sup>6</sup> If you ask a student, employee, or non-employee with whom you come into contact for a date and the person says "no," you cannot ask him or her again. Nor can you retaliate against him or her in any way.

## VI. EQUAL OPPORTUNITY

Co-op employers, the College's vendors and suppliers), please speak immediately to the Dean of Students, the Senior Vice President, Academic Advancement & Provost, or the College's Assistant Vice President, Human Resources & Chief Equal Opportunity Officer who is available in the Human Resources Department. Although not prohibited, the College strongly discourages students from dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with College faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Students, Resources Department, 3R Alumni Hall (215.670.9328). Please speak with the person with whom you feel most comfortable.

Upon receipt of the complaint, the College will do the following:

- Conduct a prompt and thorough investigation.
- Disclose allegations only to the extent necessary to conduct the investigation/take corrective action.
- Take corrective action with respect to any student, officer, employee (including a member of the faculty, administration, and staff), graduate, contractor (including a Co-op employer), vendor or supplier, or other non-employee who has engaged in illegal and/or inappropriate behavior, including discipline up to and including termination of his or her relationship with the College.
- Not tolerate any unlawful retaliation against anyone who makes a complaint or serves as a witness, or participates in the College's investigation.

Students who are not entirely satisfied with how their complaint has been handled, should contact the President & Chief Executive Officer of the College in writing so that he/she can look into the concerns.

### REASONABLE ACCOMMODATIONS

The College makes reasonable accommodations for students with respect to disabilities as well as religious observances, practices, or beliefs of which it is aware and which do not impose an undue hardship on the College. If a student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact the Facilitator, Perkins Grant & Student Disability Services Coordinator, who is available at the Mary W. Walker '33 Center for Academic Excellence, 2 Alumni Hall (215.670.9251). For related information, please refer to the [Student Disability Services](#) policy, which appears in *SECTION I* of this Handbook.

### Documentation

Students requesting reasonable accommodations with respect to disabilities must obtain and provide to Peirce current documentation of their disability before the start of the session in which they are enrolling and requesting an academic adjustment or services. This documentation must support both that a student has a disability as well as the necessity of the requested academic adjustment or services. The primary purpose of this documentation is to determine a student's eligibility for an accommodation and, if eligible, to help the College work interactively with a student to provide appropriate services.

The College is not required, however, to provide accommodations that would result in a fundamental alteration to the nature of the program in which the student is enrolled or seeks to be enrolled, would create an undue financial burden, or which would pose a threat to safety and security.

General documentation requirements include, but are not limited to:

- Documentation must be provided by a **licensed or otherwise properly credentialed professional** who has no personal relationship (**i.e. family member**) with the individual but

## VI. EQUAL OPPORTUNITY

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who is knowledgeable about the individual's disability and/or condition.

- Documentation must be typed or printed, dated, signed and legible with the name, title, and professional credentials of the evaluator on official letterhead and clearly define:
  - the description of the disability (Clear statement of the disability)
  - the description, name, and scores of the tests and assessments used, as appropriate
  - how the condition was diagnosed
  - the current existence of the disability and current need for an accommodation
  - functionality of the individual in an educational setting
  - expected progression or stability of the disability
  - rule-out statement that describes what academic and other functions the disability does not affect
  - recommended accommodations related to functional limitations
  - date of observation

The above criteria are general guidelines only; the type of documentation will vary according to the disability. In addition, in some instances, a student may be requested to provide updated or augmented documentation in order to be reviewed more fully before being considered for services.

In addition, in reviewing a student's specific accommodation request or the recommendations of an evaluator, the College may find that while the recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, the College may also propose accommodations that would be appropriate and useful to the student but which neither the student nor the evaluator have requested.

The College appreciates that student disability records contain personal and confidential information. Such documentation is maintained in a confidential file in office of the Facilitator, Perkins Grant & Student Disability Services Coordinator and is considered part of a student's education record and will only be disclosed with a student's permission or as permitted by law (e.g., in the event of a health or safety risk). However, at times, in order to evaluate and/or provide requested or recommended services and accommodations, it may be necessary for the College to disclose disability information provided by a student or a student's healthcare provider to appropriate College personnel participating in the accommodation process.

If documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be advised and will be provided an opportunity to supplement the initial documentation with further information from a physician, psychologist or other appropriate specialist. In the event a student's accommodation request is denied, a student may appeal that decision by utilizing grievance procedure found under the Student Disability Services policy, which appears in *SECTION I* of this Handbook.

## VII. NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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Peirce College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and makes public notification of the law. This “official notice” is incorporated into the *Peirce College Student Policy Handbook* and is available in the Office of Enrollment Services and on the Peirce College website <http://www.peirce.edu> (Student Policy Handbook). In addition, a web message directing students to the “official notice” is posted monthly for all students who log on with their unique ID number and password to <https://my.peirce.edu>. Students with questions about this notice or about FERPA should contact the College at [info@peirce.edu](mailto:info@peirce.edu), 215.670.9380, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5901, 202.260.3887 (<http://www.ed.gov/policy/gen/guid/fpc>).

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. These rights include:

- **The right to review and inspect his/her own education records**

A student has the right to inspect and review his/her own educational records within forty-five (45) calendar days of the date the College receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the College at [info@peirce.edu](mailto:info@peirce.edu). The written request must identify the record(s) he/she wishes to inspect. Upon receipt of such written request, the Dean, Enrollment Management, or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean, Enrollment Management, the Dean shall advise the student of the correct official to whom the request should be made.

- **The right to request the amendment of his/her own educational records**

If a student believes that his/her own educational records contain inaccurate or misleading information or otherwise violates the student’s privacy rights under FERPA, the student may submit a request, in writing, to the Dean, Enrollment Management, seeking that the College amend the record as requested. The written request should identify the part of the educational record that the student wants changed and should specify why it is inaccurate or misleading or otherwise violates the student’s privacy rights. Within a reasonable time after receiving such written request, the College shall decide to either amend the educational record as requested or shall notify the student that it has decided not to amend the record and that the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- **The right to provide written consent to the release of personally identifiable information**

A student’s personally identifiable information contained in his/her educational record may not be released to a third party, including family members, without written authorization of the student, except to the extent that FERPA authorizes disclosure without such consent.

### **Disclosure to school officials with legitimate educational interests**

One exception that permits disclosure without prior written consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health/counseling staff and work study students); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees.

## VII. NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties for the College.

### **Directory Information<sup>7</sup>**

Another exception that permits disclosure without prior written consent is disclosure of student directory information of current students. The primary purpose of directory information is to allow the College to include this type of information in certain College publications.

The College has designated the following information as “directory information”:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Photograph
- Major field of study
- Dates of attendance
- Level of education
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

A student has the right to advise the College that he/she does not wish the College to disclose any or all of the above-listed directory information without the student’s prior written consent. If a student wishes to exercise that right, the student should contact the College at [info@peirce.edu](mailto:info@peirce.edu) in writing within 30 calendar days of the date of this notification and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

To obtain a list of all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact [info@peirce.edu](mailto:info@peirce.edu) or visit the U.S. Department of Education, Family Policy Compliance Office (FPCO) website at <http://www.ed.gov/policy/gen/guid/fpc>.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA**

Students may file a written complaint by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

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<sup>7</sup> These laws are: SECTION 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by SECTION 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.



## VIII. FINANCIAL AID

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### **ADDITIONAL FUNDING REQUEST FOR FINANCIAL AID**

Students, who receive financial aid in excess of tuition, fees and book costs, may be eligible for a refund to be used for indirect educational expenses. However, because of limits on funding, Peirce does not package institutional financial aid (FSEOG, Peirce Grants, Scholarships and Leadership Awards) to allow refunds for personal expenses. Peirce reserves the right to adjust or cancel institutional aid awards to ensure the compliance with this policy. In order to receive additional funding, students must maintain good academic progress.

In an effort to keep our default rate low, Peirce College has the authority to refuse certification of a loan application or to limit the amount borrowed as allowed by Federal Regulations (CFR 682.603(e)). In determining approved borrowing amounts, Peirce College will consider the following as Indirect Educational Expenses, which occur within the 14-week period:

#### **Childcare Expenses (On Campus and On Site)**

Peirce College may authorize childcare expense. Written documentation must be provided from the childcare provider.

#### **Transportation (On Campus and On Site)**

Peirce College may authorize student expenses for parking and monthly and weekly transpasses. Documentation must be provided for approval.

#### **Extenuating Living Situation (Online, On Campus, On Site)**

Peirce College may authorize expenses for any living situation that arises such as natural disasters or home displacement, such as a fire or flooding, during the semester. A student should provide written documentation for review.

#### **Computer (Online, On Campus, On Site)**

Peirce College may authorize expense for a one-time computer purchase. Students must provide a written purchase agreement for the computer. The minimum requirements are as follow: 2.26 GHz Intel or AMD processor, Dual or Quad core, Windows 7 Operating System, 4 GB Ram, Non video Shared, 256 MB Video Ram, 160 GB Hard Disk Drive, DVD player, 10/100 Integrated, Network Card, Wireless G/N optional, 3 yr Manufacturers Warranty, 2 USB 2.0 ports Broadband Internet Access.

Students should be aware of the following deadlines:

#### **Fall Semester — October 15th —**

Refunds processed at the end of November

#### **Spring Semester — Feb. 15th — Refunds**

processed at the end of April

#### **Summer Semester — June 15th — Refunds**

processed at the beginning of August

Refunds are processed when financial aid has been applied to the student's account. Refund checks are processed through Student Financial Services and mailed by the Business Office. Refunds are mailed to the student's home address of record. No individual checks will be processed for students. Financial Aid refund amounts are determined and issued at the discretion of the College. For more information regarding refunds or requests for additional funds, students should contact their Financial Aid Specialist. To check the status of your refund, please verify your address. Refund checks are mailed to the student's home address on record. Expect to receive your refund check within 7 to 10 business days after it is deducted from your account. Ending balances posted to your account of \$500.00 or less will be refunded back to student without a completing the necessary forms.

## VIII. FINANCIAL AID

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### UNDERGRADUATE LOAN CERTIFICATIONS

The amount of loan money students can borrow depends on their enrollment level at the College and on student status, whether dependent undergraduate, independent undergraduate, or dependent undergraduate whose guardian is unable to get a PLUS Loan. All certificate students are considered first year students. There are two portions to the Stafford Loan, subsidized and unsubsidized.

Loans from the Federal government can be subsidized or unsubsidized long-term, low-interest loans. Under direct lending, the federal government lends funds to eligible students and parents through the higher education institutions they attend.

#### Subsidized Federal Stafford Loans

These loans are available to full-time and part-time students who demonstrate financial need. The Federal government pays all of the interest on these loans until six months after the student graduates or stops attending college at least half time (6 credits). Borrowing levels are as follows:

- Freshman (0–24 credits) \$3,500 per year
- Sophomore (25–60 credits) \$4,500 per year
- Junior (61–72 credits) \$5,500 per year
- Senior (73–over) \$5,500 per year

There is a \$31,500 total borrowing limit for dependent undergraduate students and a \$57,500 limit for independent undergraduate students, of which no more than \$23,000 may be in subsidized loans. Stafford loans are usually disbursed two times per year, typically once in the fall and once in the spring term. If your Stafford loan covers only one term, two disbursement dates are required within that term.

#### Unsubsidized Federal Stafford Loans

Students who do not demonstrate financial need for the subsidized Stafford Loan may still borrow the same amounts under the unsubsidized Stafford Loan Program.

Unsubsidized loans are available to students who are not eligible for subsidized loans, and to independent students who wish to borrow more than their maximum subsidized amount. The student is responsible for paying all the interest on Unsubsidized Stafford Loans.

Freshmen and sophomores can borrow up to \$6,000 per year. Juniors and seniors can borrow up to \$7,000 per year. However, a student cannot borrow or receive any form of financial aid greater than his or her total estimated cost of attendance as determined by the college's financial aid administrators.

#### Federal PLUS Loan (Parent Loan for Undergraduate Students)

Credit-worthy parents of dependent undergraduate students can borrow money needed to cover the total educational cost of the academic program, minus other financial aid. These loans are not need-based, but are based solely on credit ratings.

### SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

To remain eligible to take classes at Peirce College, students must comply with the college-wide **Academic Standing** policy. In addition to these standards, to remain eligible to receive financial aid, students must meet the **Peirce College Financial Aid** standards for **Satisfactory Academic Progress (SAP)**. To comply with these Financial Aid SAP standards, students must meet all of the following requirements:

#### 1. Cumulative Grade Point Average

Students must maintain a cumulative grade point average of 2.0 or better.

#### 2. Federal regulations require that students receiving any type of financial assistance (Federal, state, or institutional) meet an academic progress standard.

The student's academic progress is measured once each year at the conclusion of the spring semester. Students enrolled full-time should

## VIII. FINANCIAL AID

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complete 24 credits at the end of two terms. Students enrolled  $\frac{3}{4}$  time should complete 18 credits at the end of two terms. Students enrolled  $\frac{1}{2}$  time should complete 12 credits at the end of two terms.

### 3. Cumulative Course Completion Rate (Avoid Excessive Withdrawals!)

Students must complete all attempted credits including: withdrawn, failed, incomplete, repeated, and completed courses; transfer courses and non-credit developmental courses; and all credits attempted during periods when the student did not receive financial aid. A class is considered “completed” if the student has earned a grade of “D” or above. Withdrawn courses count as unsuccessful attempts.

### 4. Complete Degree Before Exceeding Attempted Credit Limit (150% Rule)

Students receiving Financial Aid are subject to the 150% Rule. This rule means that if a student attempts more than 150% of the credit hours needed to graduate from his/her program of study, the student will not continue to receive financial aid. Students who exceed 150% in any one program will not be eligible to continue to receive financial aid. All of the credits taken at Peirce or transferred to Peirce, whether financial aid was used or not, are counted in this 150% rule calculation. This rule applies to students who have changed programs of study. All credits taken at Peirce or transferred to Peirce are counted, whether they can be counted towards the credits needed to complete a program of study or not.

Satisfactory Academic Progress will be evaluated at least once a year for students enrolled in associate and bachelor’s degree or certificate programs. Students who are not meeting the SAP standards will be placed on SAP Suspension or Probation. If a student receives a probation letter, his/her progress will be reviewed at the end each semester. **Suspended** students are **ineligible** for all federal aid

programs. **Suspended** students may appeal their status. The Satisfactory Academic Progress (SAP) will be reviewed by a financial aid specialist. Approved students will be granted SAP Probation status and will be eligible to receive aid for their next term of enrollment. Students whose SAP appeals are denied may be able to reestablish eligibility by completing the required credits at their own expense with grades of “C” or above. The completed credits must apply toward the student’s stated degree or certificate goal. After completing these requirements, students may submit a SAP appeal to request reinstatement of their financial aid eligibility. All appeals must be submitted to Student Financial Services.

### INSTITUTIONAL REFUND

A student who is receiving any Title IV financial aid funds is subject to the Return of Title IV Fund policy if the student withdraws from Peirce College after the beginning of the semester and before the semester is completed. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV funds during the semester of withdrawal (Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan, Federal Perkins Loan, and Federal PLUS Loan).

When a student registers for courses, a seat in one or more classes is reserved for him/her, and tuition and fee costs are incurred. These charges must either be paid by the student or charged to his/her financial aid awards. It is the responsibility of the student to take advantage of the instructional services that have been reserved. If a student does not want to remain in a particular class and does not want to be liable for the tuition and fees for the course, then he/she must officially drop the course within the drop/add period (100% of tuition will be refunded). If the course is not dropped within the drop/add period, tuition is refunded on the basis of the following schedule:

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Withdrawal Occurring	Percent of Tuition Charged	Percent of Tuition Refund
On or Before First Day of Class	0%	100%
During Drop/Add Period	0%	100%
After Drop/Add Period	100%	0%

### RETURN OF TITLE IV FUNDS WITHDRAWAL

#### Return of Title IV Funds

A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he or she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs.

Students who completely withdraw at or before 60% of the term will be processed through a Return of Title IV Funds Calculation.

The withdrawal date is the date determined from attendance records. If attendance records are not available, the College will use the following:

- The date the student began the withdrawal process prescribed by Peirce College.
- The date the student otherwise provided official notification to Peirce College of the intent to withdraw.

#### Calculation of Amount of SFA Program Assistance Earned

Percentage completed equals the number of days completed as of the withdrawal date divided by the number of days in the semester or payment period. This percentage is also the percentage of aid earned.

Multiply the percentage of aid earned by the total amount of aid that could have been awarded to the student during the semester or payment period. The resulting dollar amount is the actual dollar amount of earned aid.

Compare the actual dollar amount of earned aid to the amount of aid that had been disbursed to the student.

- If the amount disbursed is less than the amount earned, the student must receive a post-withdrawal disbursement of the unpaid earned aid within 120 days of the date of withdrawal. Earned funds in excess posted to the student's account must be provided to the student and/or parent including the information necessary for the student and/or parent to make an informed decision as to whether the student or parent would like to accept any of the disbursement. This notification will be provided for post-withdrawal disbursements of both Title IV grant and loan funds that are available for direct disbursement. Peirce will send the notification as soon as possible, but **no later than 45 calendar days after the date that the College determines that the student withdrew**. The notice will identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement and explain that the student and/or parent may decline all or a portion of those funds. In the notification, the College will advise the student and/or parent that he/she has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If the information is not received, the College may disburse the funds.
- If the amount disbursed to the student is greater than the amount earned, the difference must be paid back to the Title IV programs. The restorations of monies to Title IV programs will be in the following order:
  1. FFELP Unsubsidized Federal Stafford Loans
  2. FFELP Subsidized Federal Stafford Loans
  3. Federal Direct Unsubsidized Stafford Loans
  4. Federal Direct Subsidized Stafford Loan
  5. Federal Perkin Loan
  6. FFELP parent of Grad PLUS Loans

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7. Direct parent or Grad PLUS loans
8. Federal Pell Grant
9. Academic Competitiveness Grant
10. National Smart Grants
11. Federal SEOG Teach Grants (as of 7/1/2008)

### Return of Title IV Formula Using the Worksheet

A statutory schedule is used to determine the amount of Student Financial Aid (SFA) program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. As a result, the order of return of unearned funds no longer includes funds from sources other than SFA programs. The Return of Federal Funds Worksheet and instructions are available online at <http://www.peirce.edu/FinancialAid/FinForms.html> or may be requested from Student Financial Services.

### FEDERAL AND STATE AID PENALTIES FOR DRUG VIOLATIONS

Any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### If convicted of an offense involving:

<b>The possession of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense.....	1 year
Second offense .....	2 years
Third offense.....	Indefinite

<b>The sale of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense .....	2 years
Second offense .....	Indefinite

A student regains eligibility the day after the period of ineligibility ends or after the completion of a qualified drug rehabilitation program. Any further drug convictions will result in a repeated ineligibility status. Students denied eligibility for an indefinite period

can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the Manager of Student Financial Services that he/she has successfully completed the rehabilitation program. When a student regains eligibility during the award year, Student Financial Services may award Pell, ACG, National SMART, campus-based aid, and Direct and FFEL loans for the current academic term and any future terms.

### Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Students planning to participate in a drug rehabilitation program must ensure that their selected program meets the qualified drug rehabilitation program standards. After completion of a qualified program, a student may submit his/her certification statement to the Manager of Student Financial Services for review. After review, the student will be contacted by the Manager of Student Financial Services to discuss his/her eligibility status for receiving state, federal, and/or campus-based aid.

## IX. CAMPUS SAFETY AND SECURITY

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures as described below. Under the direction of campus security and/or other designated College personnel such as, the Chief Auxiliary Services Officer, emergency response procedures will be enacted. In the event that emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

On a biannual basis, the College will conduct testing for emergency response and evacuation procedures. Notification of scheduled testing of the emergency response and evacuation procedures will be shared with the College community, through the College email system, student portal at <https://my.peirce.edu>, or the College website at <http://www.peirce.edu>. Documentation of the testing of emergency response and evacuation procedures, which will entail a description of the exercise, date, time, a copy of the announcement and meeting notes after assessing the test, will be placed on file the Office of the Chief Auxiliary Services Officer.

**In consultation with local police, fire officials, campus security and/or members of Peirce's emergency response team, the Chief Auxiliary Officer will confirm an emergency. Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, administration, and/or staff has been confirmed by the Chief Auxiliary Services Officer or designee, the College will use the following procedures:**

1. Determine the appropriate segments or segments of the campus community to receive the emergency notification

2. Under the direction of the Chief Auxiliary Services Officer, Assistant Vice President of Marketing and Communications, and/or the Dean of Students, determine the content of the notification
3. Initiate the timely warning and emergency notification procedures
4. Provide detailed follow up information through any of the means listed in the timely warning and emergency notification section
5. Document the use of emergency procedures (date, time, description of procedures enacted will be kept on file in the Office of the Chief Auxiliary Services Officer)

### TIMELY WARNING AND EMERGENCY NOTIFICATION

In the event that a situation arises, either on or off campus, that in the judgment of the College, constitutes an emergency or dangerous situation involving an immediate, ongoing, or continuous threat to the health or safety of students, faculty, administration, and/or staff, a (campus wide) "timely warning" (emergency notification) will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency. This warning will be issued through the College email system, public address system, student portal at <https://my.peirce.edu>, the College website at <http://www.peirce.edu>, or other means deemed appropriate by the College. For more information on timely warning, please review the Timely Warning and Emergency Notification policy, which appears in SECTION IX of this Handbook.

The following emergency procedures are also provided on the Peirce College website at <http://www.peirce.edu/About/Compliance> and on the student portal at <https://my.peirce.edu> under the Student Services tab.

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### LOCK DOWN

This means there is an immediate threat to the College. This is a complete classroom and College lockdown.

1. Notification will be provided to the College community via email, through the College email system, public address system, student portal at <https://my.peirce.edu>, the College website at <http://www.peirce.edu>, or other means deemed appropriate by the College.
2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel, individuals will be instructed to:
  - a. Move all students, staff and identified visitors into the nearest classroom, office or secure room.
  - b. Lock all interior and exterior doors.
  - c. Turn off all lights.
  - d. Move all students, staff and visitors away from windows and doors.
  - e. Have everyone crouch down and remain quiet. Anyone who is physically unable to crouch down may use a low chair.

Anyone who uses wheelchairs should remain in their wheelchairs. If a person is out of the wheelchair at the time of lockdown, efforts should be made to assist the person back into the wheelchair unless doing so jeopardizes safety.

Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.

Moveable furniture can be used as a buffer between students and doors/windows.

If an ID card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.

### SHELTER IN PLACE/LOCK OUT

This represents a process that prevents unauthorized personnel from entering the College and requires all occupants to remain inside the College for their safety. All doors are locked and entrances are monitored by campus security. This allows the College to maintain normal business operations but curtails outside activity. This procedure is typically used when there is a civil disturbance outside of the College premises. The following steps will be taken in these instances:

1. Notification will be provided to the College community through the Peirce College email system, public address system, student portal at <https://my.peirce.edu>, the Peirce College website at <http://www.peirce.edu>, or other means deemed appropriate by the College.
2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel will lock all exterior doors, and be posted near the entrances/exits of the building to prevent entry or exit except in the case of fire. They will instruct everyone on campus through the public address system to remain inside the campus and not leave the building until further notice. Individuals, present inside the campus, will be instructed to:
  - a. Continue with daily activities inside the campus.
  - b. Be vigilant and immediately report any suspicious activity to Security at 215-670-9284 or from a campus phone by dialing extension 9444.
  - c. Not, under any circumstances, enter or exit the building until authorized to do so by emergency personnel.
3. Once the situation has been safely resolved and it has been determined to unlock the campus, the Chief Auxiliary Services Officer or his designees will notify everyone through the public address system to resume normal activity.
4. Campus security will unlock all doors.

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### EVACUATION

This represents a process by which all occupants are required to immediately exit the College.

1. Campus Security on duty is responsible for contacting the Chief Auxiliary Services Officer to inform him of the type of emergency and receive further instructions. With the exception of the fire alarm system being activated, the Chief Auxiliary Services Officer will make the decision whether or not to evacuate in conjunction with law enforcement and/or the fire department.
2. Notification of all personnel and students to evacuate the building will be given by sounding the fire alarms and via the public address system.
3. Floor wardens will be responsible for instructing students, staff and visitors to form a single line and proceed immediately into the fire exits staying on one side of the staircase and leaving the other side open for fire fighters and equipment.
4. Each fire warden is responsible for the evacuation of their assigned area, to include restroom checks and the assistance of any disabled employees or visitors in their space.
5. All faculty are floor wardens and are responsible for making sure students are safely evacuated.
6. Faculty are responsible for closing their classroom doors and taking their class lists when exiting the classroom.
7. Staff floor wardens are responsible for the safe exit of employees and visitors in their assigned areas.
8. Under no circumstances shall any individual be allowed to enter the facility unless the Fire Chief or Police Official has given the "all clear", and the client representative has directed reentry.
9. Elevators **ARE NOT TO BE USED** under any circumstances should the following conditions exist:
  - a. Fire (contained to this facility)
  - b. Natural Gas Leaks (inside the facility)

Note: If an evacuation is under way due to an emergency **OUTSIDE** the facility, elevators **MAY BE USED**.

10. All individuals present are requested to maintain a calm demeanor during the evacuation as this will help to maintain order during the evacuation process. They are also requested to ensure all necessary doors have been unlocked and not tie up telephone lines.
11. Campus Security will remain in the lobby area to ensure the safe evacuation of the facility and to assist emergency personnel as needed. Once it has been determined the campus is clear, all personnel must evacuate the buildings.
12. The College's Building Engineer and the Chief Auxiliary Services Officer will coordinate with the Fire Department in assisting them with floor plans and critical utility service locations.

### ALCOHOL AND ILLEGAL DRUGS

Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and the security of its premises. Consistent with this commitment, the College has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs.

#### Prohibited Conduct

With regard to alcoholic beverages, students of Peirce College are prohibited from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off-campus participating in any College-sponsored activity or event.<sup>8</sup>
- Storing any alcoholic beverages in a locker,

<sup>8</sup> For purposes of this policy, the "premises" of the College includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surrounding grounds and parking areas adjacent to these buildings, and vehicles owned or leased by Peirce College.



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automobile, or other repository on College premises.

- Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or even.

With regard to illegal drugs, Peirce College prohibits its students from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:
  - Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).
  - Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.
  - Any over-the-counter medication capable of impairing one's alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.
  - Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

- Storing any illegal drug in a locker, automobile, or other repository on College premises.
- Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

In addition, members of the College community (including former students or graduates) while on College premises or while off campus participating in any College sponsored activity or event are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

### Penalties

A student found to be in violation of any provisions of this policy will be subject to disciplinary action under the Code of Student Conduct which may range from required counseling to disciplinary warnings to suspension or expulsion.

In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol is available on pages 168–169 of this document as well as on the website of the Pennsylvania Liquor Control Board:  
<http://www.lcb.state.pa.us>.

Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

If the College reasonably suspects a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to drugs and/or alcohol testing. A student's failure to submit to the requested testing is a violation of this

## IX. CAMPUS SAFETY AND SECURITY

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policy and will be grounds for disciplinary action up to and including suspension or expulsion. However, such test need not be administered when Peirce College has independent proof that this policy has been violated.

If the College reasonably suspects that a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on College premises. A student's refusal to submit to a search under these circumstances may also subject the student to disciplinary action. For information on financial aid penalties for drug violations, please refer to [Federal and State Aid Penalties](#) policy, which appears in *SECTION VIII* of this Handbook.

### **Peirce College's Commitment to Health Education, Counseling, and Treatment**

The College is committed to providing educational programs and counseling to students or alumni concerning the risks associated with alcohol and illegal drug use and/or abuse. Information on the health risks associated with alcohol and drug use and abuse are available at Mary W. Walker '33 Center for Academic Excellence (215.670.9251) and on pages 169–170 of this document.

Students and alumni in need of confidential drug or alcohol counseling may find out about local programs and resources by contacting a counselor in the Mary W. Walker '33 Center for Academic Excellence (215.670.9251) or by referring to pages 171–173 of this document.

In addition, the College is committed to providing every student or graduate with alcohol and drug education from multiple resources during student orientation programs. Additionally, the Mary W. Walker '33 Center for Academic Excellence (215.670.9251) will provide resources and programs that promote drug and alcohol awareness.

### **Annual Review**

The following departments will be represented on the College's Drug and Alcohol Policy Review Team: Academic Advancement, Student Financial Services, Program Advising, and the Mary W. Walker '33 Center for Academic Excellence. The Team will review this policy annually to determine its effectiveness and recommend any necessary changes.

### **ALCOHOL, DRUG USE, AND LEGAL SANCTIONS**

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending upon the nature and number of the offense(s).

### **ALCOHOL**

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provides penalties pertaining to the possession and distribution of alcohol. Prohibitions include, among other things the following:

#### **The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.**

- Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.
- This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance or having an open container of alcohol in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Violations under this law range from requires fines to imprisonment as well as revocation of driving privileges.

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### The Pennsylvania Crimes Code, 18 Pa.

#### C.S.A. § 5505 et seq.

- **Public Drunkenness** — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to \$300 to imprisonment for up to 90 days.
- **Misrepresentation of Age** — Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
- **Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor** — Minors are prohibited from attempt to purchase, consume, possesses, or knowingly transport such beverages. Penalties range from fines of up to \$300, imprisonment of up to 90 days, and license suspension of 90 days for first offenses; penalties for three or more offenses are up to \$500 in fines, imprisonment of up to one year, license suspension for up to two years.
- **Prohibited Sale to Minors** — It is a crime to intentionally and knowingly sell, furnish, or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one year for any violation.
- **False Identification Cards** — It is a crime to intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; and imprisonment for up to two year for any violation. It is also a crime to

possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, <http://www.lcb.state.pa.us>.

### ILLEGAL DRUGS

Numerous laws pertain to the distribution and possession of illegal drugs. These include the following:

- **The Controlled Substance, Drug, Device and Cosmetic Act**, 35 Pa. Cons. Stat. § 780-101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars (\$5,000), or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars (\$25,000), or both.
- **The Pharmacy Act**, 63 Pa. Cons. Stat. § 390-8, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars (\$5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to (\$15,000), or both.
- **The Federal Controlled Substances Act**, 21 U.S.C. § 801 et seq., prohibits, among other things, the manufacture, distribution,

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dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties for individuals include life imprisonment, a fine of four million dollars (\$4,000,000), as well as possible additional penalties. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars (\$1,000), or both.

### HARMFUL EFFECTS OF ALCOHOL AND DRUG USE

#### *Alcohol*

##### **Long Term Health Risks**

- Hepatitis or cirrhosis of the liver
- High blood pressure
- Stroke
- Ulcers and inflammation of the stomach
- Cancer, including breast cancer and those of the head and neck
- Birth defects to infants of pregnant women

##### **Immediate Effects**

- Decreased respiration rate
- Impaired judgment
- Loss of coordination
- Risk of asphyxiation due to vomiting

##### **Social Effects**

- Decreased academic and professional productivity
- Increased likelihood of automobile accidents
- Difficulty maintaining relationships
- Impaired judgment in public and social situations

For more information about alcohol abuse and prevention, please visit <http://www.collegedrinkingprevention.gov/>.

#### *Marijuana*

##### **Long Term Health Risks**

- Heavy cough
- Lung infections
- Respiratory tract and lung cancer
- Decreased immuno response
- Heart attack

##### **Immediate Effects**

- Increased heart rate
- Short term memory loss
- Impaired judgment
- Loss of coordination

#### *Heroin*

##### **Long Term Effects**

- Addiction
- Arthritis
- Infection of the heart valves
- Collapsed veins
- Contraction of infectious disease such as hepatitis or AIDS

##### **Immediate Effects**

- Decreased respiration
- Nausea
- Confusion
- Decreased sensation of physical pain

#### *Cocaine*

##### **Long Term Health Effects**

- Irregular heartbeat
- Increased likelihood of heart attack
- Strokes
- Seizures
- Nausea
- Respiratory infections and failure
- Paranoia
- Auditory hallucinations

##### **Immediate Effects**

- Increased energy
- Decreased appetite
- Increased body temperature
- Dilated pupils
- Increased heart rate

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### ***Hallucinogens and Disassociative Drugs***

#### **Long Term Health Effects**

- Abnormal heart beat
- Decreased breathing rate
- Withdrawal symptoms
- Psychotic episodes long after use

#### **Immediate Effects**

- Intense mood swings
- Separation from reality
- Increased appetite
- Increased heart rate
- Nausea
- Sweating
- Dizziness
- Numbness
- Tremors
- Muscle contractions

### ***Inhalants***

#### **Long Term Effects**

- Hearing loss
- Spasms or neuropathy
- Bone marrow damage
- Brain damage
- Damage to the central nervous system
- Kidney failure
- Depression
- Muscle weakness

#### **Immediate Effects**

- Increased heart rate
- Feeling of warmth
- Muscle weakness
- Impaired judgment
- Agitation
- Excitability
- Lowering of inhibitions
- Loss of sensation
- Lack of coordination

For more information about drug abuse and prevention, please visit <http://www.drugabuse.gov/>.

### **Additional Drug and Alcohol Prevention Resources**

The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts.

The **Philadelphia SCA** gives the following contact information for people seeking treatment for Drug & Alcohol abuse:

- People on medical assistance from the state of PA, call 1.888.545.2600
- People without medical assistance, call 215.546.1200
- People with private insurance should contact their insurer for information.

#### **For information about local self-help meetings, contact the following:**

- Alcoholics Anonymous, call 215.574.6900
- Adult Children of Alcoholics, call 215.333.0444
- Al-Anon, call 215.222.5244 (for family and friends of alcoholics)
- Nar-Anon, call 215.440.8400 (for family and friends of drug addicted persons)
- Cocaine Anonymous, call 610.325.9134

### **Local Substance Abuse Treatment Centers**

#### **Diagnostic and Rehabilitation Center Main Clinic**

229 Arch Street  
Philadelphia, PA 19106  
Phone: 215.625.8060

- Primary Focus: mix of mental health and substance abuse services
- Services Provided: substance abuse treatment
- Type of Care: outpatient, partial hospitalization/ day treatment, non-hospital residential (24 hour)

## IX. CAMPUS SAFETY AND SECURITY

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- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, criminal justice clients
- Forms of Payment Accepted: self payment, Medicaid, military insurance (e.g., VA, TRICARE)

### **Family Center of Thomas Jefferson University Specialized Program for Pregnant Women**

1233 Locust Street, 2nd Floor, Suite 201  
Philadelphia, PA 19107  
Phone: 215.955.8577

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment, Methadone/LAAM Maintenance
- Type of Care: outpatient
- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, pregnant/postpartum women
- Forms of Payment Accepted: self payment, Medicaid, Medicare, private health insurance
- Payment Assistance: payment assistance
- Special Language Services: Spanish

### **Horizon House Outpatient Substance Abuse Program**

120 South 30th Street, 5th Floor  
Philadelphia, PA 19104  
Phone: 215.386.5128 x524 /  
Intake: 215.386.3838 x500

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Forms of Payment Accepted: self payment, Medicaid

### **Jefferson Intensive Outpatient**

1021 South 21st Street, 2nd Floor  
Philadelphia, PA 19146  
Phone: 215.790.9942

Website: <http://www.jeffersonhospital.org/psychiatry/article4821.html>

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: criminal justice clients
- Forms of Payment Accepted: self payment, Medicaid
- Payment Assistance: sliding fee scale (fee is based on income and other factors)

### **Jefferson Outreach Drug/Alcohol Program**

833 Chestnut Street, 2nd Floor Suite 210-E  
Philadelphia, PA 19107  
Phone: 215.955.8856

Website: <http://www.jeffersonhospital.org/psychiatry/article4821.html>

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, gay and lesbian, seniors/older adults, pregnant/postpartum women
- Forms of Payment Accepted: self payment
- Payment Assistance: sliding fee scale (fee is based on income and other factors)

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### **John F Kennedy MH-MR Center Walk In Clinic**

112 North Broad Street  
Philadelphia, PA 19102  
Phone: 215.568.0860

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients
- Forms of Payment Accepted: self payment, Medicaid, Medicare, private health insurance
- Payment Assistance: sliding fee scale (fee is based on income and other factors), payment assistance
- Special Language Services: Spanish

### **Northeast Treatment Centers Spring Garden Counseling Center**

495-497 North 5th Street  
Philadelphia, PA 19123  
Phone: 215.451.7100 / Hotline: 1.888.820.5478

- Primary Focus: substance abuse treatment services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients
- Forms of Payment Accepted: self payment, Medicaid, Medicare, private health insurance
- Payment Assistance: sliding fee scale (fee is based on income and other factors)

### **Presbyterian Medical Center**

39th and Market Street  
Philadelphia, PA 19104  
Phone: 215.662.9786 / Intake: 215.662.8747  
Website: <http://www.pennhealth.com/presby/>

- Primary Focus: general health services
- Services Provided: substance abuse treatment, detoxification
- Type of Care: outpatient, non-hospital residential (24 hour), hospital inpatient
- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women
- Forms of Payment Accepted: self payment, Medicaid, Medicare, private health insurance

### **Rehab After Work**

1420 Walnut Street, Suite 500  
Philadelphia, PA 19102  
Phone: 215.546.2200  
Website: <http://www.rehabafterwork.com>

- Primary Focus: substance abuse treatment services.
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: adolescents, DUI/DWI offenders
- Forms of Payment Accepted: self payment, private health insurance
- Special Language Services: French, German

### **Life Counseling Services**

1440 Russell Road  
Paoli, PA 19301  
Phone: 610.644.6464  
Website: [www.lifecounseling.org](http://www.lifecounseling.org)

Counseling areas of focus:

- Marriage Counseling

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- Depression
- Psychological Testing
- Stress Management
- Family Therapy
- Divorce Recovery
- Sexual Abuse
- Emotional Trauma
- Pastoral Counseling
- Grief Recovery
- Anxiety and Phobias
- Eating Disorders
- Co-dependency
- Group Therapy
- Parenting Groups
- Self-Esteem
- Substance Abuse

### Wedge Medical Center

1609 Poplar Street

Philadelphia, PA 19130

Phone: 215.232.2200 / Hotline: 1.800.301.4514

- Primary Focus: mix of mental health and substance abuse services
- Services Provided: substance abuse treatment
- Type of Care: outpatient
- Special Programs/Groups: persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, gay and lesbian, seniors/older adults, pregnant/postpartum women, women, men, criminal justice clients
- Forms of Payment Accepted: self payment, Medicaid, private health insurance
- Special Language Services: ASL or other assistance for hearing impaired

### NON-VIOLENCE

Although the College cannot eliminate the possibility that violence or other troubling disturbances may occur, Peirce College, with the help of the College community, can minimize the possibility that these types of events will happen. The College has established guidelines to minimize exposure to acts and threats of violence.

All current students, officers, faculty members, managers, supervisors, employees, alumni, and visitors (including, but not limited to, contractors and vendors) are issued Peirce College identification cards for entering campus buildings and events, as well as to access College services. All College students, officers, faculty members, managers, supervisors, employees, alumni, and visitors may be required to produce proper photo identification upon request from Security or a College official when on College premises. Periodic identification checks may be made for the safety of the campus community.

College premises includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.

All students, as well as all officers, faculty members, managers, supervisors, employees and alumni, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- **Possessing or concealing a weapon while on the premises of the College or while participating in any off-campus College-sponsored activity or event.** For the purposes of this policy, a weapon is defined to include guns, rifles, firearms, knives, explosives, bombs, and any and all other similar items. In the case of guns, rifles, and other firearms, it is irrelevant and no defense that the gun, rifle, or firearm is not loaded and/or that the person in possession



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of the firearm has a license to carry such object. Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon or firearm discovered on Peirce College property or at a Peirce College off campus activity will be promptly confiscated and turned over to the local Police Department.

- **Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made “in jest” is no defense to behavior prohibited by this policy.
- **Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College.** As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.
- **Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. For related information, please refer to the Sexual Assault Awareness, Prevention, and Response policy, which appears in this section of the Handbook.**
- **Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or**

**associated with the College. Again, the fact that a threatening comment may have been made “in jest” is no defense.**

- **Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs.**

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student’s or employee’s family). Any student who violates any of the prohibitions set forth above, will be subject to disciplinary action under the Student Disciplinary System. Violations of the *Safe Campus Program* may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

Students should report immediately to Security any violation of this Policy or other event that results in a dangerous or threatening situation. Students at the 1420 Pine Street campus can reach Security Services by using the telephones located by the elevators on each floor of College Hall or by using the telephones inside the elevators of College Hall and Alumni Hall, or by dialing extension 9444 from any telephone on campus. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.

## IX. CAMPUS SAFETY AND SECURITY

Because the responsibility for ensuring the safety and security of the College's environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class or with the College's Chief Auxiliary Services Officer; the Dean of Students; or the Senior Vice President, Academic Advancement & Provost if any of the following happens:

- Students feel intimidated or threatened, verbally or physically, by a fellow student, officer, faculty member, manager, supervisor, employee, graduate of the College, or any person doing business with or associated with the College.
- Students feel intimidated or threatened, verbally or physically, by an individual independent of your relationship with the College but feel that this individual may look for you at the College.
- Students are aware of the presence on or near our premises of an individual who they believe has no appropriate reason for being there.
- Students are aware of any other action, situation, or occurrence in which they believe may threaten personal safety or the well-being of others.
- Students have ideas as to ways to make the College's environment safer.

The College will disclose information you have reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College's attention.

For the safety of students, faculty, staff, and administration, the College may determine it necessary to "Lock Down"<sup>9</sup> or "Shelter in Place"<sup>10</sup> access to the building. When this is implemented, all entrances and exits will be locked to prevent intruders from entering and to provide a *safe haven* for the College community.

### SEXUAL ASSAULT AWARENESS, PREVENTION, AND RESPONSE

#### Prohibition on Sexual Assault

Peirce College is committed to preventing the occurrence of sexual offenses, which includes any sexual act directed at another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The College is also committed to offering educational programs to promote awareness of rape, acquaintance rape and forcible and non-forcible sex offenses as well as taking appropriate actions in the event a sexual assault is reported.

#### What to do in the Event of a Sexual Assault

If you believe that you have been a victim of a sexual assault or that a sex offense has occurred, you should, as soon as possible:

*Report the incident immediately* to campus Security Services using any of following methods:

1. Use the telephones located by the elevator on each floor of College Hall;
2. Dial extension 9444 from any telephone on campus; or
3. Dial 215.670.9444 or 215.670.9284 from any other telephone.

In addition, victims are encouraged to report sexual assault to the local Philadelphia Police Department at 911. The Dean of Students, or his or her designee, will assist a student in notifying local police authorities, if the student requests such assistance.

<sup>9</sup> A process in which all entrances/exits of the College are locked to secure the premises.

<sup>10</sup> A process in which all occupants are to remain inside the College for their safety. This is typically used when there is a civil disturbance outside the College premises.

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*Victims should seek medical attention immediately and do not interfere with the preservation of evidence (do not bath or change clothing prior to a medical or legal examination).*

*Victims should meet with the Dean of Students, or his or her designee.* The College will notify a student who has been a victim of a sexual assault of the options to change his or her academic situations, and if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. Such changes may include, but are not limited to arranging for excused absences, extended periods of time to make up examinations, tutoring or changes in class schedule. Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing arrangements, but will assist a victim in identifying alternative off-campus housing arrangements if requested by the victim.

### **Confidentiality**

The College does not currently offer on campus counseling or mental health services for victims of sexual offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. Students may contact any number of local community resources for these counseling services. A list of off-campus counseling, mental health and other related services is provided toward the end of this section.

### **Prevention Education and Off-Campus Counseling and Mental Health Services**

Peirce College is committed to providing on campus and online educational programs to promote awareness of rape, acquaintance rape and other forcible and nonforcible offenses. Such educational programs are incorporated into new student orientation and additional sexual assault education and information workshops are offered by the Mary W. Walker Center '33 for Academic Excellence and available to students upon request.

In addition, literature on date-rape education, risk reduction and off-campus counseling and mental health services is available through the Mary W. Walker Center '33 for Academic Excellence, located at the main campus, 2nd Floor Alumni Hall. Students may also contact the Center at 888.GO.PEIRCE, ext. 9251 or at [WCAE@peirce.edu](mailto:WCAE@peirce.edu).

Although the College does not currently offer on campus counseling or mental health services for victims of sexual offenses, there are a number of off-campus educational, counseling and mental health services available and students are encouraged to utilize these resources.

### **These educational and counseling services include:**

#### **Philly SAO'S. Emergency Room Sexual Assault Services**

100 E. Lehigh Avenue  
Philadelphia, PA 19125  
Phone: 215.707.0800 / 215.427.7573  
Website: <http://famcent.phila.gov/sos/servicedetails.asp?serviceID=2015837422>

*Description:* Provides initial emergency medical treatment and crisis counseling services for sexual assault victims.

#### **Family Based Services: Sexual Abuse**

1315 Windrim Avenue  
Philadelphia, PA 19141  
Phone: 215.456.2626  
*Description:* Provides intensive individual, family, and group sexual abuse therapy with on-call crisis response available 24 hours a day, 7 days a week.

#### **RAINN (Rape, Abuse & Incest National Network)**

Phone: 1.800.656.HOPE  
Website: <http://www.rainn.org>  
*Description:* The Rape, Abuse & Incest National Network is the nation's largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault, help victims, and ensure that rapists are brought to justice.

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### **Sexual Assault Center**

10th and Sansom Street  
Philadelphia, PA 19107  
Phone: 215.955.6840

*Description:* Provides medical care for injuries, documentation and evidence collection for legal purposes, prevention and treatment for possible sexually transmitted infections and pregnancy. Medical follow up is offered in our Sexual Assault Follow Up Clinic along with referral for counseling to reduce emotional trauma.

### **New Jersey Coalition Against Sexual Assault (NJCASA)**

2233 Whitehorse Mercerville Road, Suite J  
Trenton, New Jersey 08609

Phone: 1.800.601.7200 (24 hour hotline)

Website: <http://www.njcasa.org/programs.htm>

*Description:* NJCASA programs provide the following free, confidential services: Twenty-four hour hotline and crisis intervention, information and referral services, short-term crisis counseling, advocacy, accompaniment to the hospital, police department and/or court, support groups, emergency client needs. There are rape crisis centers in 21 New Jersey counties.

### **Women Organized Against Rape (WOAR)**

100 N. 17th Street  
Philadelphia, PA 19103

Phone: 1.215.985.3333 (24 hour hotline)

Website: <http://www.woar.org>

*Description:* Counseling and information about sexual violence are available twenty-four hours a day, seven days a week, through WOAR's hotline. WOAR's staff and experienced volunteers provide counseling and support for victim/survivors receiving medical treatment in the emergency rooms at Episcopal Hospital in North Philadelphia and Thomas Jefferson University Hospital in Center City Philadelphia. Any student needing assistance in contacting any of these off-campus programs or counseling services related to sexual assault and/or prevention may contact the Mary W. Walker Center '33 for Academic Excellence at 888.GO.PEIRCE, ext. 9251 or [WCAE@Peirce.edu](mailto:WCAE@Peirce.edu).

For more information about sexual assault awareness and counseling services, please visit: <http://www.4women.gov/faq/sexualassault.htm>.

### **Campus Disciplinary Action**

Allegations of sexual offenses are subject to disciplinary action under the Student Disciplinary System. The procedures of the Student Disciplinary System are detailed under the [Code of Student Conduct and Student Responsibility](#) policy, which appears in *SECTION I* of this Handbook. Although ordinarily the proceedings are not open to the public, in the case of claims involving sex offenses, both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. In addition, both the victim and the accused will be informed of the outcome of the disciplinary proceedings, specifically, the College's final determination with respect to the alleged sex offense as well as any sanctions imposed.

A student found to have engaged in a sexual offense may be suspended and/or expelled for the first offense. The student may also be required to attend mandatory counseling or educational programs or such other penalties deemed appropriate by the College. In addition, students should be aware that independent of any action taken by the College, students may be subject to both civil and criminal authorities (including local police) and may be subject to both civil and criminal prosecution.

### **SECURITY SEARCHES**

To protect our students and the College community, the College reserves the right to search at any time any person or property on the College's premises, including, but not limited to a student's personal possessions, handbag, back pack, brief case, packages, belongings, files or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose

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at any time (both in real time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on (and, for each, regardless of whether accessed remotely or on-premises), any the College's communication systems, including, but not limited to:

- Telephone system
- Fax machines
- Computer software and hardware
- Email system
- Voicemail system
- Internet Server

By using the College's communication systems (with respect to which you have no expectation of privacy), individuals consent to the College's monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College's communications systems.

In addition, the College reserves the right to view, record, play back, and print recorded images from the College security surveillance system to be used for investigative and/or informational purposes.

The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening.

Further, periodic unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, any student who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College.

For purposes of this Policy, the College's premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

### TIMELY WARNING POLICY

In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an ongoing or continuous threat, a [campus wide] "timely warning" will be issued to students, faculty and staff. This warning will be issued through the College email system, public address system, student portal at <https://my.peirce.edu>, the College website at <http://www.peirce.edu>, and/or other means deemed appropriate by the College. Depending on the particular circumstances of the crime or threat, especially in situations that could pose an immediate threat to the community and individuals, additional notices may be posted within and outside of the premises of the College, including any site other than the 1420 Pine Street campus.

Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215.670.9444. Security telephones, located on the wall adjacent to the elevators on each floor of College Hall and inside the elevators of College Hall and Alumni Hall connect directly to Security Services by dialing ext. 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

### IDENTIFICATION CARDS

To enhance the security of our premises, the College requires all students, alumni, officers, employees (including faculty members, administration, and staff), and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card). All current students, alumni, officers, employees, and visitors are also required to produce proper photo identification upon request from

## IX. CAMPUS SAFETY AND SECURITY

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Security or a College official upon entering any Peirce facility. Periodic identification checks may be made for the safety of the campus community. Moreover, in order to have a College-issued Identification Card processed, the individual must produce a form of photo ID.

A graduate may use his or her Peirce College Student ID card. If the graduate is no longer in possession of his or her ID card, he/she must identify himself/herself as a graduate to the Customer Service Desk at the College Hall or Alumni Hall entrance and produce a photo ID that includes the graduate's name and address and sign in at the Customer Service Desk. Security reserves the right to make a copy of the photo ID. In the event that a photo ID is not available or the photo ID does not contain the graduate's name and address, that graduate will not be permitted in the building. Graduates will be directed to Security to obtain an Alumni ID card.

Session stickers are issued to students. For each of the 7 and/or 14 week sessions, enrolled students are issued stickers with the current academic year listed when they arrive for their first class. These stickers must be placed on the student's ID Card to designate that they are actively enrolled. Students will not be permitted to enter the buildings without an ID Card and updated sticker. Absences in class as a result of not having the appropriate ID Card will be considered unexcused. Students may make up missed class work at the faculty member's discretion. Students wishing to borrow Peirce library materials must display a current Peirce ID Card. Alumni are welcome to utilize Library resources in accordance with school policy, but may not check material out of the Library.

Students needing new ID Cards may obtain them between 8:00 a.m. and 10:00 p.m., Monday through Friday, by request at the College Hall Customer Service Desk. In addition, in order to have a College-issued ID processed, the individual must produce proper photo identification and a current roster. There is a \$5.00 replacement fee for any lost ID card. Students who are unable to visit the Peirce campus

should contact their Program Advisor to obtain a Peirce ID Card.

### VISITORS

Any visitor to campus, including but not limited to vendors, must be escorted by a member of the host department from the Customer Service Desk to the scheduled meeting place.

Prospective students entering through the College Hall, Pine or Carlisle Street entrances must sign in at the Customer Service desk. They will be permitted to enter only the Admissions Office without an escort. Someone from the host department must escort students going to any other College location.

It is understood that there will be times when a prospective student, current student, or graduate brings a guest or child on campus. Nonetheless, children are not permitted in the buildings unless they are accompanied at all times by their parent or guardian. Under no circumstances are guests or children permitted in learning environments, including but not limited to classrooms, computer labs, and the Library.

### REPORTING POLICY VIOLATIONS OF SAFETY AND SECURITY

As a member of the Peirce College community, students are responsible for reporting violations of the College's safety and security policies as soon as they become aware of such violations.

Students should report immediately to Security Services any violation of policy or other event that results in a dangerous or threatening situation. At the 1420 Pine Street campus, students can reach Security Services by using the telephone located by the elevators on each floor of College Hall, or by using the telephones inside the elevators of College Hall and Alumni Hall. In College Hall or Alumni Hall, students can reach Security Services by dialing extension 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.

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Students should report any violation of policy which does not result in a dangerous or threatening situation, but which occurs during a class, to the faculty member responsible for the class, or to the Dean of Students. Similarly, if, while in a supervised department setting, students become aware of a policy violation that does not result in a dangerous or threatening situation, he/she should report the violation to the department supervisor or to the Dean of Students.

### **ON CAMPUS WALKING ESCORT SERVICE**

Upon availability, Security Services provides a Walking Escort Service for students, staff, faculty, and administration, Monday–Friday from 8:00 a.m. to 10:00 p.m. This service is provided within a two block radius of the 1420 Pine Street campus. Students may request this service by dialing 215.670.9284 or by making a request at the Customer Service Desk in College Hall.

### **ADDITIONAL SECURITY MEASURES**

Physical security is continually under review to further enhance the physical security of the campus and safety of the College's students, faculty, staff, and administration.

Students, alumni, and visitors entering the Pine or Carlisle Street entrances of College Hall will be required to access the lower level only by way of the elevators at all times.

Unusual or suspicious parcels or incoming mail will not be delivered.

## X. TRANSCRIPT REQUESTS

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Should you have any questions, please contact the Chief Auxiliary Services Officer at 215.670.9297. Peirce College has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the Web. Transcript orders will be transmitted electronically to Peirce College from NSC and will be processed by the Enrollment Services Department. Peirce College will not fax official transcripts under any circumstances. The College will not accept requests made by telephone or electronic mail. Transcripts are released only with the written permission of the student. All financial obligations must be met in order to receive an official transcript.

If there are outstanding financial obligations on a student's record, Peirce will only forward an unofficial transcript until payment has been made. The student will be notified if a financial hold exists.

Students can order official transcripts using any major credit card; the credit card will only be charged after the order has been completed. The fee per transcript ordered is \$5.00. To order a transcript from Peirce College please click on the following link, <http://www.peirce.edu/AdvisingRegistration/TranscriptRequest.aspx>.



## XI. TUITION PAYMENT

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Requests made by family for a transcript of a deceased person are honored if proof of death, such as a death certificate, is provided. To make this request, please contact Enrollment Services at 215.670.9380.

Peirce College offers several different payment options. They are as follows:

- Payment in full prior to the start of each session.
- Payment plan set up through the duration of the semester without a credit card on file. Notification prior to due date is emailed to students. (A \$35 fee is charged for this service.)

A valid credit card must be on file in the Business Office as a guarantee of payment for the following options:

- Payment Plan — set up through the duration of a 14-week term with a valid credit card. The credit card on file is charged on the agreed upon dates without prior notification.
- Tuition Reimbursement — available to students who have the option of being reimbursed by their employer once they submit a paid receipt and the grade. A valid credit card is charged at the end of each course. A paid receipt is then mailed to the student to submit to their employer for reimbursement.
- Tuition Deferral — available to students who have the option of being reimbursed by their employer once they submit an invoice and the grade. An invoice is mailed at the end of the drop/add period of each session. Payment is made to the College upon receipt of the funds from the employer.
- Direct Billing — available to students who receive tuition assistance from their employers through a voucher system. Tuition vouchers are submitted to the Business Office prior to the start of each session.

Forms for the above mentioned options can be accessed through the following link:  
<https://my.peirce.edu>.

It should be noted that all payments are to be in U.S. dollars (cash, check, money order, or credit card). It is the policy of Peirce College that all tuition payments are nonrefundable after the Drop/Add period for each session.

### **Failure to Comply**

Peirce College expects its students to honor their financial obligations, repaying tuition balances in accordance with the payment plan to which they have agreed. The College reserves the right to drop students who are delinquent in their payments from upcoming classes. The College also reserves the right to deny access to the online component of classes for students who are delinquent in their payments. Students are financially obligated to pay the costs of any unreturned library materials. Financial aid funds cannot be used to cover the costs of unreturned library materials. In the event that a student fails to satisfy his/her financial obligations to the College by incurring a past due balance, the student must contact the College immediately to make payment arrangements and to sign a promissory note. If a student's past due balance has had no activity for a three-month period, the College reserves the right to administratively dismiss the student and to assign the student's account to a collection agency or to an attorney. A student who has been administratively dismissed will be eligible for reinstatement only after he/she has paid his/her balance in full. If a student's account is assigned to a collection agency or to an attorney, the student will be liable for the past due balance as well as for accrued interest and any collection or attorney fee that may be incurred. Students will not be permitted to participate in the commencement ceremony or receive official transcripts and diplomas unless all financial obligations are met.

## XI. TUITION PAYMENT

### Tuition and Fees for the 2010–2011 Academic Year

Peirce College offers one of the lowest private college tuition costs in the nation. Moreover, we do not charge additional for our online courses or increase tuition for out-of-state students.

- The majority of courses are 3 credits.
- The cost of each credit is \$475.
- The technology fee per 3-credit course is \$105.
- Total cost per 3-credit course is \$1,530.

### Related Costs

- Credit by Exam (per course) \$350
- Credit for Work Experience (per course) \$350
- Credit for Portfolio Assessment (per course) \$350
- Course Audit fee \$200
- Technology fee (per 1 credit course) \$70
- Graduation fee \$75
- Non-refundable application fee \$50
- Payment Plan fee (per term) \$35
- Return Check fee (per check) \$25
- Transcript fee (per transcript) \$5
- Late Payment fee (per month for balance due) 1%

### Cost of Attendance

If you intend to apply for financial assistance, please review the Cost of Attendance guidelines for student eligibility for Financial Aid.

### The Approximate 2010–2011 Costs of Attending Peirce College are:

Tuition	\$475.00 per credit hour
Fees	\$105.00 per course
Books and Supplies	\$100.00 per course (approximate)
Room and Board*	\$5,000.00 over 12 months
Applicable Transportation Costs (such as Commuting)	\$1,500 over 12 months
Additional Program Costs	\$2,000.00 for select Information Technology courses

\*Room and Board costs are used for budgeting Financial Aid for commuter and off-campus students. Peirce College does not provide on-campus housing.

