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Addenda are published on a regular basis and reflect changes to policies and programs based on decisions made by the University during the previous term. This Addendum is not intended to alter any section of the Catalog or prior Addenda that is not specifically addressed herein, and such sections shall remain in full force and effect until further notice.
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**CERTIFICATE PROGRAMS**

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<td>Private Security Certificate</td>
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<td>Private Security Management Certificate</td>
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</table>

Kaplan University Learning Centers provide an opportunity for students to enroll in many online degree-level programs and offer limited onsite support for students. Students should contact their local Kaplan University Learning Center for details.
Policy Information

UNIVERSITY INFORMATION

LIBRARY

The following changes to the online library are effective September 15, 2010:

Kaplan University offers a full complement of library services through its relationship with UAH Salmon Library at the University of Alabama in Huntsville, AL. The UAH Salmon Library maintains a collection of 325,000 volumes, including U.S. government documents, materials in microform and microfiche, and manuscript collections. Students have access to course reserves, interlibrary loan, and book delivery via the UAH Salmon Library’s online catalog and the Kaplan online library web portal, as well as access to 55,000 e-books and article content from 28 aggregated library databases.

ADMISSIONS INFORMATION

GENERAL POLICIES

With the exception of campus students enrolling in a midterm or truncated calendar start, the following changes to the general admissions policies are effective for students enrolling in terms beginning November 2010 or later:

Listed below are general requirements and procedures that Kaplan University has established for all students seeking admission. Some programs have additional admissions and other requirements, which can be found in the individual school sections of this Catalog.

1. All applicants to the University must complete an Enrollment Agreement and all required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.

2. All applicants must complete an informational interview. For campus interviews, parents or spouses are encouraged to be present.

3. All applicants are encouraged to tour the campus and/or online learning environment prior to starting classes.

4. All courses are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the University’s admissions test or placement exam (if applicable), an interview, and the completion of any necessary documents.

5. Kaplan University is authorized under federal law to enroll nonimmigrant, alien students. International students who wish to be admitted to any Kaplan University for-credit program must be 18 years of age or older, complete admissions requirements, and provide evidence of adequate financial resources. To ensure that international students are prepared to complete college and university-level coursework, they must demonstrate a command of oral and written English skills. Please refer to the International Applicants Admissions Policy for specific requirements.

6. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

7. Prior to starting an academic program or being conditionally admitted, undergraduate students may be required to participate in entrance assessments. A minimum performance score on these assessments may be required to begin an academic program or be conditionally admitted to the University.

If a student fails to meet the minimum score, she or he may not be admitted to the University or may be required to take foundational coursework. In the event that a student is required to take foundational coursework, she or he must earn a minimum grade of 2.0 in all first-term foundational coursework in addition to any other requirements of conditional admission as stated in the Catalog or will be dismissed from the University.

All applicants to the Dental Assistant Diploma program are required to take the Wonderlic Scholastic Level exam prior to enrollment and attain a minimum score of 13.

8. All first-time Kaplan University undergraduate students will be considered conditionally admitted to the University and will not be eligible for Title IV federal financial aid while in this status. All University policies nevertheless apply to such students, and they enjoy all the rights and resources of a fully accepted student during the period of conditional admission. Students in the Dental Assistant Diploma program, international students not required to take foundational coursework, and nondegree-seeking students will not be considered conditionally admitted. Students returning to Kaplan University may be excluded from this policy based on a review of their academic record of previous coursework.

At the end of the fifth week of classes, the University will review the academic performance of conditionally admitted students. Students who (1) have earned a grade up to that point of 65 percent or higher for all coursework and (2) submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be fully accepted into their program and will only then become eligible for Title IV federal financial aid and to receive credit for the course. The University will not fully accept any conditionally admitted student not meeting these criteria, and such a student will not owe any financial obligation to the University except for the application fee, which is nonrefundable. Onsite students not admitted to the University are required to return all textbooks. Failure to do so will result in the student being charged for textbooks not returned. Onsite students who purchase textbooks may return them without charge should their admission be reversed as a result of not meeting University conditional admission requirements.

Students who are not fully accepted to their programs will be reversed and may not reapply for admission for 1 year unless they qualify for a waiver as applied by the dean of their respective school.

9. Students enrolled in an advanced start program must furnish an official transcript indicating receipt of a comparable associate's degree or bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education by the end of their first term. If this document is not submitted by the end of the first term, the student will be blocked from future classes until such documentation is provided. If, for any reason, the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

10. The state of Maine requires all students born after 1956 and enrolled in an onsite degree program to provide proof of specific immunizations at the time of admission. Students seeking admission to a Kaplan University campus in the state of Maine must submit proof of
immunization against measles, mumps, rubella, diphtheria, and tetanus. Proof of immunization must detail the administration of:

a. A DT booster within the last 10 years and
b. An adult MMR vaccination for individuals who previously received an MMR vaccination prior to their first birthday.

Students who fail to submit documentation of required immunizations will be denied admission to the University.

11. Prior to enrollment, students enrolled in a graduate program, unless otherwise noted, must submit an unofficial transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the first term (end of the second term for business and information technology students enrolled in a master's degree program), students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the first term (end of the second term for business and information technology students enrolled in a master's degree program), the student will be blocked from future classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

12. The Dean has the final discretion to approve candidates for admission to a graduate program.

13. An applicant to the University's undergraduate programs must:

a. Be a high school graduate, or
b. Possess a General Education Development (GED) certificate, or

c. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student's home state, and be beyond the age of compulsory attendance in that state, or

d. Be a high school senior eligible to apply and submit proof of high school graduation.

High school students may take individual courses at the University under special local and state programs. These students will be enrolled as nondegree-seeking students until they have graduated high school and are admitted to the University under regular admissions requirements.

Evidence of high school graduation or equivalent must be presented to the University. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of graduation from an approved high school. If applicants who currently reside in the United States, but attended school in foreign countries, are unable to produce the required documents, evidence may include certification from other official sources.

Online students must attest to high school graduation or equivalent. Acceptable attestation for Kaplan University may be the proof of graduation attestation included on an Enrollment Agreement, the Free Application for Federal Student Aid (FAFSA), or any other document deemed acceptable by the University. If, for any reason, this attestation of high school graduation or its equivalent is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions. The statements made in this attestation are verified through a random sampling of students admitted to the University. If a student is selected for this verification, he or she will have 30 days in which to provide the University with such proof of graduation as is described above. If Kaplan University is required to obtain this proof of graduation on the student's behalf, there will be a $10 fee charged to the student's account. Title IV financial aid cannot be used to pay this fee. If this fee is charged, it must be paid by the student using his or her own funds. All graduates of foreign high schools must provide actual proof of graduation.

If the attestation and/or documentation is found to be false or untrue, all Title IV financial aid or any state or institutional financial aid that was disbursed on the student's behalf must be refunded to the appropriate source, and the student will be responsible for payment of these funds to the original source or to Kaplan University, if the University is required to and has refunded such funds on the student's behalf.

**Fraudulent Diplomas**: There are institutions and companies readily available across the country and online that will provide a “high school diploma” or “certificate of completion” for a fee with minimal or no student work required. Certificates and diplomas of this nature ARE NOT valid and students cannot be admitted based on such documentation.

**INTERNATIONAL APPLICANTS**

The following change to the admissions policies for undergraduate international students is effective September 15, 2010:

**Admissions Policy, General Policies**

Evaluation documents must include U.S. equivalency of the degree and/or diploma, and a course-by-course equivalency evaluation if the student desires to receive credit for individual courses. For undergraduate students, any costs incurred for this service may be the responsibility of the student and may range from approximately $50.00 to $150.00 U.S.
The following changes to the contact information for the Center for Disability Services are effective September 15, 2010:

POLICY OF NONDISCRIMINATION

ONLINE

The Center for Disability Services is the primary office responsible for the coordination of services for students with disabilities. Students seeking reasonable and appropriate accommodations may request, through their Academic Advisor, to be placed in contact with the Center for Disability Services, or students may contact the Center for Disability Services directly.

The University has designated the following person as the Director of the Center for Disability Services:

Justin O’Sullivan
6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Tel: 954.512.6343
Email: josullivan@kaplan.edu

ACADEMIC INFORMATION

The following change to the Dropping or Adding Courses policy is effective August 13, 2010:

DROPPING OR ADDING COURSES

Students who drop a course beyond the first 7 calendar days will incur 100 percent financial responsibility for the course.

FINANCIAL INFORMATION

The following addition to the Financial Aid Services is effective September 15, 2010

FINANCIAL AID SERVICES

Other Agencies or Programs (undergraduate and graduate)

Canadian financial assistance may be available for those who qualify.

The following changes to the Refund policy are effective October 9, 2010:

REFUND POLICY

Applicants who are:

• not accepted by the University;
• dismissed as a result of failing to meet the minimum entrance assessment score, satisfactorily complete the required foundational coursework, or meet any other condition of enrollment or admittance required for the program of study; or
• conditionally admitted students and choose to withdraw at the end of week 5 of the first term

shall be entitled to a refund of all monies paid, with the exception of the nonrefundable application fee.

The following change to the Dropping Courses policy is effective August 13, 2010

Dropping Courses

Provided students remain enrolled in their program, they may drop a course prior to or during the first 7 calendar days of the course without any financial obligation. Students who drop a course beyond the first 7 calendar days will incur 100 percent financial responsibility for the course.

Notice to Students

If you withdraw or are dismissed from the University up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, the federal Title IV financial aid must be recalculated. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

1. To determine the percentage of the payment period for which federal financial aid was awarded and completed, the percentage of the payment period or term completed, which is the number of days completed up to the withdrawal date, is divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to him/her. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to student withdrawal. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt balance to the institution. If a student earned more aid than was disbursed to them, the institution would owe the student a postwithdrawal disbursement, which must be paid within 180 days of the student's withdrawal.

If a student plans to withdraw from the University, they should contact the Financial Aid or Business/Bursar’s Office to determine the amount of funds that must be returned on the student's behalf, if applicable. All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (FPLUS) Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant (ACG; degree programs only)
7. National SMART Grant (specially identified degree programs only)
8. Federal Supplemental Educational Opportunity Grant
9. Other Title IV assistance
10. Other state funds (unless otherwise mandated by the state)
11. Private and institutional aid
12. Student

The following change to the Withdrawal After Commencement of Classes policy is effective October 9, 2010:

Withdrawal After Commencement of Classes
The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the University of withdrawal or the date of withdrawal, whichever is earlier,
2. The beginning date of any term in which a student fails to start classes,
3. The first business day following any 21 consecutive calendar days of absences (not including breaks),
4. The date when the University terminates the student’s enrollment, or
5. The date that the student is scheduled to return from a leave of absence and fails to do so.

All refunds due will be made within 30 days of the student’s effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Note: Students conditionally admitted in their first term shall be subject to the Refund Policy detailed above. Such students who elect to continue beyond the first 5 weeks and are fully accepted in their programs shall be responsible for the full tuition amount for that term.

Continuing students, students who are not conditionally admitted, and/or conditionally admitted students who have met the conditions of their admission and have been fully accepted into their programs are subject to the Kaplan University Refund Policy. Indiana, Tennessee, and Wisconsin residents should refer to their state-specific Enrollment Agreement. International students should refer to their international Enrollment Agreement.

<table>
<thead>
<tr>
<th>STUDENTS WITHDRAWING</th>
<th>REFUND</th>
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<tbody>
<tr>
<td>Prior to the first day of the term*</td>
<td>100% Tuition</td>
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<tr>
<td>During the first 6 calendar days of the first term</td>
<td>100% Tuition</td>
</tr>
<tr>
<td>(first-time students only)</td>
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<tr>
<td>During the first day through 10% of the term</td>
<td>90% Tuition†</td>
</tr>
<tr>
<td>After more than 10% and through 25% of the term</td>
<td>50% Tuition†</td>
</tr>
<tr>
<td>After more than 25% and through 50% of the term</td>
<td>25% Tuition†</td>
</tr>
<tr>
<td>After more than 50% and through 100% of the term</td>
<td>0% Tuition</td>
</tr>
</tbody>
</table>

*Day 7 for Florida residents.
†Less $100 Administrative Fee
Undergraduate Programs

COLLEGE OF ARTS AND SCIENCES

ADMISSIONS REQUIREMENTS

ASSOCIATE’S-LEVEL PROGRAMS
For students enrolling in terms beginning November 2010 or later the previous conditional admittance policy is null. Students should refer to the general admissions policy.

SCHOOL OF HEALTH SCIENCES

ADMISSIONS REQUIREMENTS

ASSOCIATE’S-LEVEL PROGRAMS
For students enrolling in terms beginning November 2010 or later the previous conditional admittance policy is null. Students should refer to the general admissions policy.

The following changes are effective September 15, 2010:

Medical Billing/Coding Certificate

Curriculum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CERTIFICATE REQUIREMENTS</td>
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<tr>
<td>CS 119: Academic Strategies for the Health Care Professional</td>
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<td>CS 121: Pathways to Academic Success</td>
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<tr>
<td>CM 107: College Composition I OR CM 109: College Composition I —Effective Writing I for the Health Care Professional</td>
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<tr>
<td>HS 111: Medical Terminology</td>
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<tr>
<td>HS 115: Software Applications for Health Care Professionals</td>
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<tr>
<td>HS 120: Anatomy and Physiology I</td>
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<tr>
<td>HS 130: Anatomy and Physiology II</td>
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<tr>
<td>HS 140: Pharmacology</td>
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<tr>
<td>HS 200: Diseases of the Human Body</td>
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<tr>
<td>HS 210: Medical Office Management</td>
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<tr>
<td>HS 215: Medical Insurance and Billing</td>
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<tr>
<td>HS 225: Medical Coding I</td>
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<tr>
<td>HI 255: Medical Coding II</td>
<td>5</td>
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<tr>
<td>HS 292: Billing and Coding Externship</td>
<td>3</td>
</tr>
<tr>
<td>MM 150: Survey of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM REQUIREMENTS 63

NOTE: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.
The following changes are effective September 15, 2010:

HI 140: FUNDAMENTALS OF HEALTH INFORMATION
Prerequisite: HI 125

MT 411: RISK MANAGEMENT
Prerequisite: MT 410

HI 255: MEDICAL CODING II
This course is a continuation of HS 225: Medical Coding I, progressing to more complicated topics such as cerebrovascular coding, respiratory system coding, congenital anomalies, V-codes, late effects, and pregnancies. The course also focuses on applying coding guidelines for statistical and reimbursement purposes, “present on admission,” and severity of illness considerations, and the use of coding references to ensure coding compliance.
5 Quarter Credit Hours
Prerequisite: HS 225
Graduate Programs

SCHOOL OF NURSING

The following changes are effective September 15, 2010:

Certification, State Board, and National Board Exams

MASTER OF SCIENCE IN NURSING
Students who complete the nurse educator specialization may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Students who complete the nurse administrator specialization may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center. Students who complete the informatics specialization may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification exam.

NURSE ADMINISTRATOR GRADUATE CERTIFICATE
Students who complete the certificate program may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.
The Master of Science in Nursing program is designed to build on previous nursing education and clinical experience, prepare students to pursue advanced practice in a variety of health care settings, and lay a foundation to pursue doctoral education. The overall purpose of the master's program is to provide high-quality graduate education for advanced nursing roles that respond to the needs of individuals, families, and communities.

The program of study includes completion of the core curriculum, specialization courses, and a project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. Specialization courses are designed to provide the student with depth of knowledge in their chosen specialty and their specific advanced role. A practicum experience is designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility selected by the student, in consultation with the Clinical Coordinator. Students complete a culminating experience that is designed to serve as evidence of successful integration of the curriculum's diverse content areas via the submission of an evidence-based practice project proposal.

Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog.

Students will choose from three specializations designed to provide further knowledge specific to their advanced role: nurse educator, nurse administrator, or informatics.

The nurse educator specialization is designed to prepare nurses to teach in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. The graduate may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The nurse administrator specialization is designed to prepare nurses to assume managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. The graduate may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center. The informatics specialization is designed to prepare nurses to meet the clinical, educational, research, and administrative challenges associated with working in a technology-rich environment. This specialization focuses on content and the representation of data and information, and incorporates computer, information literacy, and management competencies. The graduate may be prepared to use technology and information systems to advance evidence–based research, and to pursue informatics leadership roles in health care, industry, and education settings. In addition, the graduate may be eligible to sit for the American Nurses Credentialing Center’s Informatics Nursing certification exam.

Although the program is designed to prepare students to take various certification and licensing exams, the University cannot guarantee students will be eligible to sit for or will pass these exams.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Science in Nursing program consists of a minimum of 63 quarter credit hours. Upon successful completion of the program, graduates will be awarded a master of science degree.
The Nurse Administrator Graduate Certificate program is designed for nurses who are interested in expanding their knowledge of nursing administration in order to better meet the challenges within the health care environment and to pursue their professional goals. This certificate program allows nurses with a bachelor's or master's degree in nursing to complete five courses focused on nursing administration, including a practicum course.

Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog.

The Nurse Administrator Graduate Certificate is designed to prepare nurses to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The certificate’s curriculum is designed to provide specialized knowledge in the area of nursing administration and could help students prepare to sit for the Nurse Executive or Nurse Executive, Advanced certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center. Although the program is designed to prepare students to take various certification exams, the University cannot guarantee students will be eligible to sit for or will pass these exams.

Qualified credits earned in fulfillment of this certificate may be transferable to the Kaplan University Master of Science in Nursing program.

The Nurse Administrator Graduate Certificate program consists of a minimum of 23 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.
The following changes to the admissions information for nondegree-seeking students are effective September 15, 2010:

Admissions Information
This section details the available Kaplan University Credits (KUC) programs, which are designed to provide individual course offerings to prospective students. In addition, this section outlines the University policies that are applicable to KUC students and defines KUC program-specific policies. KUC students must meet all general admissions policies as well as any additional admissions requirements as outlined in each KUC program overview.

KUC programs include Community College Connection, Future Scholars—General Population, Future Scholars—High School (to be offered at a later date), Kaplan College Preparatory School Dual Credit, Kaplan University Graduate Education Master of Arts in Teaching – Iowa Track Preparation Program, and Kaplan University Graduate Education Master of Arts in Teaching – Non-Certification Track Single Course Enrollment Program.

Kaplan University Graduate Education Nondegree-Seeking Students

Masters of Arts in Teaching Candidates – Iowa Track Preparation Program
Candidates residing in Iowa who wish to matriculate to the Master of Arts in Teaching – Iowa Track program who do not have the proper undergraduate prerequisite coursework to enter the program may enroll in the Kaplan University Graduate Education Nondegree-Seeking program. Students may select to take a total of 6 courses to gain the proper prerequisites for entrance into the Master of Arts in Teaching – Iowa Track program.

Students applying to the Master of Arts in Teaching – Iowa Track Preparation program are not required to complete academic readiness assessments prior to starting courses.

See Appendix C for a listing of courses in which Master of Arts in Teaching – Iowa Track Preparation Program may enroll.

Admissions Requirements
This program is available exclusively to students who have graduated from the Kaplan University Master of Teaching – Noncertification Track.

See Appendix D for a listing of courses in which Master of Arts in Teaching – Noncertification Track Preparation Program may enroll.

Courses

APPENDIX C: MAT – IOWA COURSE LIST

Content Courses: Communications
CM 115: Communicating in the Twenty-First Century
CM 202: Mass Communications
CM 214: Public Speaking
CM 220: College Composition II
CM 250: Fundamentals of Grammar and Editing

Content Courses: Mathematics
MM 207: Statistics
MM 212: College Algebra
MM 309: Discrete Mathematics
IT 193: Foundations of Programming Using Visual Basic
IT 254: Foundations of Programming Using C#

Content Courses: Biology or Chemistry
SC 225: Environmental Science—Ecosystems, Resources, and Carbon Footprints
SC 226: Environmental Science Lab (Offered Once a Year)
SC 235: General Biology I—Human Perspectives
SC 236: General Biology I Lab (Offered Once a Year)
SC 300: Big Ideas in Science—From Methods to Mutation
SC 155: Introduction to Chemistry—Matter And Equilibrium
SC 328: Histology and Embryology
SC 330: Immunology
SC 335: Biochemistry
SC 430: Molecular and Cell Biology
SC 435: Genetics

Content Courses: Social Science, U.S. History, and U.S. Government
SS 124: Psychology
SS 144: Sociology
SS 230: Making History—the Founding Fathers
SS 235: Twentieth-Century African American Leadership
SS 236: People, Power, and Politics—an Introduction to American Government
SS 260: Gender and Society
SS 270: Social Problems
SS 310: Exploring the 1960s—an Interdisciplinary Approach
SS 430: Making a Living in the Twenty-First Century—the Sociology of Work
APPENDIX D: MAT – NONCERTIFICATION COURSE LIST

Content Courses: Secondary Science Education
SE 521: Planning and Teaching an Inquiry-Based Science Class (Grades 6-12)
SE 522: Science as Inquiry (Grades 6-12)
SE 523: Historical and Social Perspectives on Science and Technology (Grades 6-12)

Content Courses: Middle or Secondary Math Education
MH 511: Developing Mathematical Proficiency—Numbers and Operations (Grades 6-8)
MH 512: Developing Mathematical Proficiency—Geometry and Measurement (Grades 6-8)
MH 513: Developing Mathematical Proficiency—Algebra (Grades 6-8)
MH 521: Principles, Pedagogy, and Standards for High School Mathematics (Grades 9-12)
MH 522: Measurement, Number, and Operations (Grades 9-12)
MH 523: Algebra (Grades 9-12)

Content Courses: Secondary Literacy Education
LT 504: Reading Diagnosis and Remediation
LT 511: Teaching Writing Across the Curriculum (Grades 6–12)
LT 512: Reading in the Content Areas (Grades 6–12)

Content Courses: Elementary Science Education
SE 511: Planning and Teaching an Inquiry-Based Science Class (Grades K-6)
SE 512: Physical and Life Science (Grades K-6)
SE 513: Earth and Space Science (Grades K-6)

Content Courses: Elementary Math Education
MH 501: Developing Mathematical Proficiency—Numbers and Operations (Grades K-5)
MH 502: Developing Mathematical Proficiency—Geometry and Measurement (Grades K-5)
MH 503: Developing Mathematical Proficiency—Algebra (Grades K-5)

Content Courses: Elementary Literacy Education
LT 502: Teaching Reading across the Curriculum (Grades K-6)
LT 503: Teaching Writing across the Curriculum (Grades K-6)
LT 504: Reading Diagnosis and Remediation

Content Courses: Technology Education (K-12)
ET 501: Using Technology—Fundamentals of Integration
ET 502: Using Technology—Practical Applications
ET 503: Using Technology—Applications in the Content Areas

Special Needs Education (K-12)
SN 501: Teaching Exceptional Students in Inclusive Settings
SN 502: Teaching Students With Learning Disabilities
SN 503: Teaching Students With Behavior Disorders

Leadership (K-12)
ER 502: The Principalship
ER 504: Management of Resources
ER 506: Legal Issues in Education
ER 508: Supervision and Instructional Leadership
Academic Leadership and Administration

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