



2021-2022

Undergraduate Catalog

Accreditations and Approvals

Davenport University is accredited by the Higher Learning Commission (HLC), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; 800-621-7440; www.hlcommission.org. The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

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

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

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

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

Davenport University has been approved by the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

The Donald W. Maine College of Business of Davenport University has received specialized accreditation for its Associate of Business Administration, Associate of Science, Bachelor of Business Administration, Bachelor of Science, and Masters of Business Administration, Master of Management degree programs for its business and accounting programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas. It has also received special accreditation for its accounting program from the IACBE.

Davenport University has been designated as a National Center of Academic Excellence in Cyber Defense Education (CAE/CDE). The CAE-Cyber Defense program is jointly sponsored by the National Security Agency (NSA) and the Department of Homeland Security (DHS).

Davenport University has been designated as a National Center of Digital Forensics Academic Excellence (CDFAE) by the Defense Cyber Crime Center Academic Cyber Curriculum Alliance (DACCA).

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

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

The BBA in Human Resource Management and the MBA with a Human Resource Management concentration is aligned with the Society for Human Resource Management (SHRM) standards. SHRM, 1800 Duke Street, Alexandria, VA 22314.

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

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

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

The Medical Assisting program at the W.A. Lettinga campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756; 727-210-2350.

The Pre-Licensure Nursing program is approved by the Michigan Board of Nursing for BSN classes at the W.A. Lettinga, Lansing, Great Lakes Bay and Warren campuses. The Diploma in Practical Nursing at the Warren campus is also approved by the Michigan Board of Nursing.

The Diploma in Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information: ACEN Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; 404-975-5000; www.acenursing.org.

The baccalaureate degree program in nursing at Davenport University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001; 202-887-6791.

The Legal Studies Program, which offers an Associate of Science, Bachelor of Science and a Post-Baccalaureate Certificate at the W.A. Lettinga campus in Grand Rapids, MI has been continuously approved by the American Bar Association (ABA) since 1994.

Accreditation credentials are available for review from University officials upon request.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

In addition, the University will provide reasonable accommodation to qualified persons who have protected

disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

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

FROM THE PRESIDENT



Welcome to Davenport University!

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

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

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

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

Sincerely,

A handwritten signature in dark ink, reading "Richard J. Pappas". The signature is fluid and cursive, with the first name "Richard" being the most prominent.

Richard Pappas, Ed.D.
President

2021–2022

UNDERGRADUATE CATALOG

Welcome to Davenport University! We look forward to helping you achieve your career and personal goals.

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

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

Davenport University 2021-2022

Undergraduate Academic Year Calendar

FALL 2021 (202210)	15-week semester	10-week session	7-week session 1	7-week session 2
2021-2022 Yearlong Schedule Opened	Mon Feb 8, 2021	Mon Feb 8, 2021	Mon Feb 8, 2021	Mon Feb 8, 2021
Schedules dropped for non-payment	Tues Aug 17	Tues Aug 17	Tues Aug 17	Tues Nov 19
Last day to schedule classes without a late registration fee	Fri Aug 27	Fri Aug 27	Fri Aug 27	Fri Oct 22
Web add/drop closes	Mon Sep 6	Mon Sep 6	Mon Sep 6	Mon Oct 25
Last day for adding to waitlist	Mon Sep 6	Mon Sep 6	Mon Sep 6	Sun Oct 31
Classes begin	Tues Sep 7	Tues Sep 7	Tues Sep 7	Mon Nov 1
Last day for drop/add and late payments	Mon Sep 13	Add Tues Sep 7 Drop Mon Sep 13	Add Tues Sep 7 Drop Mon Sep 13	Add Mon Nov 1 Drop Fri Nov 5
1st Census	Mon Sep 13	Mon Sep 13	Mon Sep 13	Fri Nov 5
"Freeze Date" 2nd Census	Mon Sep 20	Mon Sep 20	Mon Sep 20	Fri Nov 12
Last day to use book vouchers	Tues Sep 21	Tues Sep 21	Tues Sep 21	Mon Nov 15
Last day to withdraw with "W" grade	Mon Nov 29	Fri Oct 22	Fri Oct 8	Fri Dec 3
Thanksgiving Break	Wed Nov 24 - Sun Nov 28	—	—	Wed Nov 24 - Sun Nov 28
			<i>No in-seat attendance is required, but assignments for 2nd 7-week must be completed.</i>	
Classes end	Sat Dec 18	Mon Nov 15	Mon Oct 25	Sat Dec 18
Final grades due	Tues Dec 21	Wed Nov 17	Wed Oct 27	Tues Dec 21
2022-2023 Yearlong Schedule Opens	Mon Feb 14, 2022	Mon Feb 14, 2022	Mon Feb 14, 2022	Mon Feb 14, 2022
WINTER 2022 (202220)	15-week semester	10-week session	7-week session 1	7-week session 2
Schedules dropped for non-payment	Tues Dec 21	Tues Dec 21	Tues Dec 21	Tues Feb 22
Last day to schedule classes without a late registration fee	Fri Dec 31	Fri Dec 31	Fri Dec 31	Fri Feb 25
Web add/drop closes	Sun Jan 9	Sun Jan 9	Sun Jan 9	Sat Feb 26
Last day for adding to waitlist	Sun Jan 9	Sun Jan 9	Sun Jan 9	Sun Mar 6
Classes begin	Mon Jan 10	Mon Jan 10	Mon Jan 10	Mon Mar 7
Last day for drop/add and late payments	Fri Jan 14	Add Mon Jan 10 Drop Fri Jan 14	Add Mon Jan 10 Drop Fri Jan 14	Add Mon Mar 7 Drop Fri Mar 11
1st Census	Fri Jan 14	Fri Jan 14	Fri Jan 14	Fri Mar 11
"Freeze Date" 2nd Census	Fri Jan 21	Fri Jan 21	Fri Jan 21	Fri Mar 18
Last day to use book vouchers	Mon Jan 24	Mon Jan 24	Mon Jan 24	Mon Mar 21
Last day to withdraw with "W" grade	Fri Apr 8	Fri Feb 25	Fri Feb 11	Fri Apr 8
Martin Luther King, Jr. Day	Mon Jan 17	Mon Jan 17	Mon Jan 17	—
Spring Break	Sun Feb 27 - Sat Mar 5	Sun Feb 27 - Sat Mar 5	—	—
Classes end	Sat Apr 30	Mon Mar 28	Sat Feb 26	Sat Apr 23
Final grades due	Tues May 3	Wed Mar 30	Tues Mar 1	Tues Apr 26
2022 Commencement Ceremony	Sun May 1, 2022			

Davenport University 2021-2022

Undergraduate Academic Year Calendar (continued)

SPRING/SUMMER 2022 (202230)	12-week semester	10-week session	7-week session 1	7-week session 2
Schedules dropped for non-payment	Tues Apr 26	Tues Apr 26	Tues Apr 26	Tues Jun 21
Last day to schedule classes without a late registration fee	Fri Apr 29	Fri Apr 29	Fri Apr 29	Fri Jun 24
Web add/drop closes	Sun May 8	Sun May 8	Sun May 8	Mon Jun 27
Last day for adding to waitlist	Sun May 8	Sun May 8	Sun May 8	Mon Jul 4
Classes begin	Mon May 9	Mon May 9	Mon May 9	Tues Jul 5
Last day for drop/add and late payments	Fri May 13	Add Mon May 9 Drop Fri May 13	Add Mon May 9 Drop Fri May 13	Add Tues Jul 5 Drop Mon Jul 11
1st Census	Fri May 13	Fri May 13	Fri May 13	Mon Jul 11
"Freeze Date" 2nd Census	Fri May 20	Fri May 20	Fri May 20	Mon Jul 18
Last day to use book vouchers	Mon May 23	Mon May 23	Mon May 23	Tues Jul 19
Last day to withdraw with "W" grade	Fri Jul 8	Fri Jun 24	Fri Jun 10	Fri Aug 5
Memorial Day	Sat May 28 - Mon May 30	Sat May 28 - Mon May 30	Sat May 28 - Mon May 30	—
Independence Day	Sun Jul 3 - Mon Jul 4	Sun Jul 3 - Mon Jul 4	—	—
Classes end	Mon Aug 1	Fri Jul 22	Mon Jun 27	Mon Aug 22
Final grades due	Wed Aug 3	Tues Jul 26	Wed Jun 29	Wed Aug 24
FALL 2022 (202310)	15-week semester	10-week session	7-week session 1	7-week session 2
Fall Semester 2022 classes begin	Tues Sep 6	Tues Sep 6	Tues Sep 6	Mon Oct 31

ABOUT DAVENPORT UNIVERSITY

Our Mission

Davenport University prepares and transforms students to achieve the highest level of academic performance, leading them to excel and advance in their chosen fields in the 21st Century.

Our Vision

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

Our Values

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

Serving Students with Quality

Trustworthiness

Accountability

Innovation and Creativity

Respect and Inclusion

History

BUILDING UPON A RICH LEGACY

Origins

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

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

M.E. Davenport Era

After operating under various names and in several locations in downtown Grand Rapids, the institution was on the brink of closing its doors in 1910 when a new teacher, Michael E. Davenport, saved the day. Rallying the remaining staff, he kept the doors open and assumed control of the school that would soon bear his name. Under Davenport's leadership, the school expanded statewide over the next several decades and became a non-profit institution in 1954. The reputation of the school grew within the community as its graduates assumed positions of leadership in business. M.E. Davenport faithfully served the institution as president until his passing in 1959, leaving a solid legacy on which his successor could build.

Statewide Growth

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

Degree Expansion

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

Creation of Davenport University

Under the leadership of Randolph Flechsig, president from 2000 to 2009, Davenport's three separate, regional colleges – Davenport College, Detroit College of Business and Great Lakes College – were unified into one Davenport University. Flechsig led development of the W.A. Lettinga Campus south of Grand Rapids, which is Davenport's only residential campus and serves as home base for the University's administration. Flechsig also reintroduced Davenport's athletics program, which began competition in NCAA Division II as a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC) in 2017.

New Vision for Davenport

Under the leadership of President Richard J. Pappas, Ed.D., Davenport University has undergone a quality transformation by aligning the organization around a strategic Vision which serves as a guidepost for the university's future. As a result, the university has set high standards for student achievement and satisfaction. Over the past decade student success continued to improve and graduation rates have more than doubled. In fact, student and graduate satisfaction have reached their highest levels in the University's history.

Over the last decade, the university has achieved several key milestones including:

- Opening a new campus in Lansing and opening the Peter C. Cook Center for graduate studies in downtown Grand Rapids.
- Creating Michigan's first College of Urban Education with the launch of a Master of Urban Education program in 2015.
- Introducing new academic programs, including master's degrees in Nursing, Occupational Therapy, Technology Management and Health Informatics and Information Management.
- Launching the first Employment Guarantee in the nation, which applies to bachelor degree programs for Accounting, Nursing, Computer Information Systems, Cyber Defense and Network Management and Security.
- Opening the Farmers Insurance Athletic Complex to accommodate the university's NCAA Division II programs, featuring a total of 21 NCAA-sponsored men's and women's teams. Its competitive schedule includes the Great Lakes Intercollegiate Athletic Conference (GLIAC).
- Introducing new partnerships, providing access to Davenport classrooms at University Centers located within Kalamazoo Valley Community College, Macomb Community College, Mott Community College, Northwestern Michigan College, Schoolcraft College, and Wayne County Community College District.
- Creating a new campus within the booming midtown area of Detroit opened in 2019, and Davenport's online Global Campus continues to roll out cutting-edge improvements.
- Earning recognition as a 2020 Michigan Performance Excellence Award recipient by Michigan Performance Excellence (MIPEX). This is the highest honor given to organizations in Michigan that demonstrate outstanding performance, leadership and operational excellence. Davenport is the first university to earn this distinction in Michigan.

- Being honored with the Higher Education Excellence in Diversity (HEED) award eight times from INSIGHT Into Diversity magazine, the oldest and largest diversity-focused publication in higher education. The magazine also recognized Davenport president Dr. Richard Pappas with the Giving Back Award in 2016.

Davenport's newest Vision 2025, announced in 2021, calls for accelerated student outcomes and even higher levels of quality in all university operations while keeping tuition among the lowest of all private, non-profit institutions in Michigan. With a focus on preparing students to succeed in growth careers of the 21st century, Davenport eagerly embraces a future of growth and new opportunities while also understanding and honoring the rich legacy of its storied past.

Organization and Structure

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

Non-Profit Status

Davenport University is chartered by the State of Michigan as a non-profit educational corporation. It has been declared tax-exempt by the Internal Revenue Service of the United States Treasury Department.

Board of Trustees

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M.B.A., B.B.A. Grand Valley State
University

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William B. Lettinga
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Davenport University

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Managing Director
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Davenport University Excellence System

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

Outcomes

GLOBAL & INTERCULTURAL COMPETENCE

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

CIVIC & SOCIAL RESPONSIBILITY

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

ETHICAL REASONING & ACTION

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

CRITICAL & CREATIVE THINKING

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

ANALYSIS & PROBLEM SOLVING

Graduates use quantitative and qualitative methods of inquiry to assess and evaluate complex problems.

LEADERSHIP & TEAMWORK

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

INFORMATION & TECHNOLOGY PROFICIENCY

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

WRITTEN COMMUNICATION

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

PROFESSIONAL COMMUNICATION

Graduates understand and demonstrate professional demeanor, presentation and communication skills in a variety of interpersonal, social and professional settings.

Excellence System Certification

Students in select Davenport University academic programs are eligible to apply for Excellence System Certification in all nine competencies. Certified students demonstrate a high level of proficiency in the Excellence System competencies based on an assessment of their assignments, such as papers, projects, and presentations, by a team of faculty evaluators. Certifications enhance the student’s professional profile and help to support success in the chosen profession.

Excellence System Certifications are included on the academic transcript during the semester in which they are earned. Excellence System Certification courses (CERT401-CERT409) can be found in the Course Descriptions section of the academic catalog.

COLLEGE OF ARTS AND SCIENCES

Programs

FOUNDATIONS OF EXCELLENCE PROGRAM

ARTS AND SCIENCES HONORS PROGRAM

BACHELOR OF APPLIED SCIENCE

Integrative Professional Studies BAS

124 credits

BACHELOR OF SCIENCE

Biological Laboratory Science BS

120 credits

MINOR

Mathematics Minor

23 credits

FOUNDATIONS OF EXCELLENCE PROGRAM

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

ARTS & SCIENCES HONORS PROGRAM

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

Program Entrance Requirements:

Students may start the Program

- Upon completion of a minimum of 9 credit hours of University coursework at an accredited institution, with a cumulative GPA of 3.25 or higher at the time of starting the first Honors-designated course (HNRS151)
- Two letters of recommendation from DU faculty members supporting the student's decision to enter the program

Arts and Sciences Honors are conferred upon completion of

- Five Foundation of Excellence courses (15 credits) in the College of Arts and Sciences at the 100 level or higher with a grade of "B" or better.
- Five course affiliated Honors Projects with a project grade of "B" or higher. Students will be enrolled in a section of HNRS151-155 (0 cr) for each of the five affiliated projects upon approval of the project. The Honors Project grade will not count as part of the final course grade, but is required for the designation of Honors credit. Students failing to either receive a course grade of "B" or higher, or complete the affiliated project with a grade of "B" or higher, will earn course credit but no Honors designation.

- Three credits of Experiential Learning experience, which could include PROX193 Service Learning Experience (3 cr), SABR381 Study Abroad Experience (3 cr), or an approved internship. Students may complete this requirement at any time in the program, but must justify the timing of the Experiential Learning component to the Honors Program Coordinator. The Internship could be directly related to the student's program or could encompass an affiliated or new field of study.
- Students must maintain an overall cumulative university GPA of 3.25 throughout their degree program. If the GPA drops below 3.25 in any semester, the student will be placed on Honors Program probation for one semester until the GPA is brought back up to 3.25. A second probationary suspension will result in being dropped from the Honors Program. If a student fails to complete an Honors Project affiliated with a course, the student will receive university credit for the course, but not Honors credit. If a student fails to complete an Honors Project for a second course, the student will be dropped from the Program.

Affiliated Honors Projects

- Students graduating from DU are expected to demonstrate mastery in nine Excellence System skills. Courses designated for Honors Program credit will include a project approved by the instructor and the Honors Program Coordinator that addresses either an excellence skill not covered in the course learning objectives, or significantly expands upon an excellence skill beyond the stated course Learning Objectives. Projects must be approved prior to completion of the first week of class. At least five of the nine Excellence System Skills must be addressed by completion of the five Honors-designated projects.
- The nature and format of the projects are flexible but should represent approximately 20-30 hours of work outside of class obligations to complete the project. Students must submit a form to the College of Arts and Sciences to outline the project for approval purposes.

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

INTEGRATIVE PROFESSIONAL STUDIES

Bachelor of Applied Science | 124 credits | INT PRO BAS

The Bachelor of Applied Science Program in Integrative Professional Studies prepares students to complete 58 credits of courses taken from the Davenport University Colleges of Arts and Science, Business and Health Professions. The Davenport credits are transferred to Kuyper College where students complete an additional 66 credits leading to a nationally accredited Bachelor of Social Work degree conferred by Kuyper College. Upon completion of the Kuyper coursework, a Bachelor of Applied Science in Integrative Professional Studies is awarded from Davenport.

Foundations of Excellence		25 credits
ACES100	Achieving Career and Education Success	3
BIOL120	Essentials of Anatomy and Physiology	4
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
PSYC101	Introductory Psychology	3
SOCY101	Introductory Sociology	3
Interdisciplinary Major		33 credits
College of Arts and Sciences Courses		
ENGL311	Professional Writing	3
PSYC201	Abnormal Psychology	3
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT219	Introduction to Biostatistics or	
STAT220	Introduction to Statistics	3
D.W. Maine College of Business Courses		
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3
MGMT321	Organizational Behavior	3
College of Health Professions Courses		
HSAD301	Cultural Issues in Health Care	3
PSYC127	Healthy Living	3
PSYC303	Psychosocial Health Concerns	3
Kuyper Social Work Transfer Specialty		45 credits
Kuyper Bible and Theology Core Transfer		21 credits

BIOLOGICAL LABORATORY SCIENCE

Bachelor of Science | 120 credits | BIOL LAB BS

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

Foundations of Excellence		37 credits
ACES100	Achieving Career and Education Success	3
BITS211	Microcomputer Applications: Spreadsheet	3
BITS212	Microcomputer Applications: Database	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH150	Pre-Calculus	4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT219	Introduction to Biostatistics	3
Science Courses		28 credits
CHEM160	General Chemistry I	3
CHEM160L	General Chemistry I Lab	1
CHEM161	General Chemistry II	3
CHEM161L	General Chemistry II Lab	1
CHEM250	Organic Chemistry I	3
CHEM250L	Organic Chemistry I Lab	1
CHEM255	Organic Chemistry II	3
CHEM255L	Organic Chemistry II Lab	1
CHEM310	Biochemistry	3
CHEM310L	Biochemistry Lab	1
PHYS210	Fundamentals of Physics I	3
PHYS210L	Fundamentals of Physics I Lab	1
PHYS220	Fundamentals of Physics II	3
PHYS220L	Fundamentals of Physics II Lab	1
Major		41 credits
BIOL110	Foundations of Cell Biology	3
BIOL110L	Foundations of Cell Biology Lab	1
BIOL111	Organisms and Populations	3
BIOL111L	Organisms and Populations Lab	1
BIOL209	Techniques in Laboratory Sciences	4
BIOL211	Microbiology	3
BIOL211L	Microbiology Lab	1
BIOL336	Genetics	4
BIOL354	Cell and Molecular Biology	3
BIOL354L	Cell and Molecular Biology Lab	1
BIOL382	Science Ethics	3

¹See "Guide to Electives" on page 122 for list of choices.

BIOL430	Advanced Microbiology	3
BIOL430L	Advanced Microbiology Lab	1
BIOL458	Forensic Science	3
BIOL458L	Forensic Science Lab	1
BIOL486	Introduction to Bioinformatics	3
BIOL494	Foundations of Research	1
BIOL496	BLS Capstone	2

Open Electives¹ **14 credits**

Recommended Elective:

BIOL490	Biological Laboratory Internship	3
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Recommended Electives if interested in Education and Teaching:

SOSC238	Risk and Resilience in the Family	3
UEDU191	Tutoring in Urban Schools	1-6
UEDU192	Teacher Assistance	1-6
UEDU330	Multicultural Teaching Practices	3

Student may choose any discipline for the electives

- If the career intent is pre-medicine/pre-dental/pre-veterinary medicine, consider completing BIOL221/221L Anatomy and Physiology I and BIOL222/222L Anatomy and Physiology II as electives.

MATHEMATICS MINOR

Minor | 23 credits | MTHM

This minor is an option to any student in any program. Students may choose to use elective credits to complete the Mathematics minor. While this minor combines closely with the Bachelor of Science in Computer Science, the Bachelor of Science in Cyber Defense, and the Bachelor of Science in Network Management and Security, it is optional for use with any degree and major.

Minor		23 credits
MATH205	Applied Linear Algebra	4
MATH215	Calculus I	4
MATH216	Calculus II	4
MATH250	Discrete Structures	3
MATH317	Calculus III	4
MATH350	Differential Equations with Modeling	4

D.W. MAINE COLLEGE OF BUSINESS

Programs

BBA/MACC COMBINED DEGREE

Honors Professional Accountancy (BBA/MAcc) 150-151 credits

BACHELOR OF BUSINESS ADMINISTRATION

BBA Honors Specialty

Accounting (BBA) 120 credits

Specialties: Internal Auditing, Management Accounting, Professional Accountancy

Accounting Fraud Investigation (BBA) 120 credits

Business (BBA) 120 credits

Specialties: Global Project Management, Risk Management and Insurance, Supply Chain and Logistics

Finance (BBA) 120 credits

Specialty: Financial Planning

Human Resource Management (BBA) 120 credits

Industrial Production Management (BBA) 120 credits

Specialty: Supply Chain and Logistics

Management (BBA) 120 credits

Specialties: Global Project Management, Risk Management and Insurance, Supply Chain and Logistics

Marketing (BBA) 120 credits

Specialties: Digital Marketing and Promotion, Marketing Technology

Sport Management (BBA) 120 credits

BACHELOR OF SCIENCE

Legal Studies (BS) 120 credits

POST-BACCALAUREATE CERTIFICATES

Global Project Management Post-baccalaureate Certificate 18 credits

Legal Studies Post-baccalaureate Certificate 27 credits

ASSOCIATE OF BUSINESS ADMINISTRATION

Accounting (ABA) 64 credits

Business Administration (ABA) 61 credits

Finance (ABA) 65 credits

Human Resource Management (ABA) 61 credits

ASSOCIATE OF SCIENCE

Legal Studies (AS) 64 credits

UNDERGRADUATE STACKABLE CERTIFICATES

Accounting Skills Certificate 20 credits

Business Principles Certificate 18 credits

Financial Skills Certificate 22 credits

HONORS PROFESSIONAL ACCOUNTANCY PROGRAM BBA/MAcc

Honors Professional Accountancy Program

Bachelor of Business Administration

Master of Accountancy | 150-151 credits | HNR BBA/MACC

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

Preadmission Requirements:

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

Continued Enrollment Requirements:

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

Undergraduate degree completion:

Student may submit a graduation application for the Honors Professional Accountancy BBA upon successful completion of all required undergraduate courses, HNRS301-305, and ACCT625, ACCT630, and ACCT650.

Foundations of Excellence		39 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	3
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3

SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business		32 credits
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
ACCT220	Accounting Information Technology	3
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		38 credits
ACCT213	Cost Accounting	3
ACCT301	Intermediate Accounting I	4
ACCT302	Intermediate Accounting II	4
ACCT310	Accounting Fraud Examination	3
ACCT315	Federal Taxation I	3
ACCT316	Federal Taxation II	3
ACCT318	Payroll and State Tax	3
ACCT320	Auditing and Assurance Services	3
ACCT415	Advanced Accounting Topics	3
ACCT420	Governmental and Not-for-Profit Accounting	3
ACCT490	Accounting BBA Internship	3
HNRS301-305	Honors Accountancy Projects	0
IAAS221	Security Foundations	3

Graduate Level Courses		42 credits
Core Courses		18 credits
ACCT625	Accounting Information Systems	3
ACCT630	Accounting Research/Financial Analytics	3
ACCT650	Accountant Responsibilities and Ethics	3
ACCT660	Advanced Auditing and Reporting	3
ACCT670	Strategic Cost Management	3
ACCT794	Accounting Capstone	3
HNRS606	Honors Accountancy Project	0

Choose one (12 credit) Specialization Area

Professional Accountant Specific Courses [CPAS]		(12 credits)
ACCT752	CPA Prep: Financial (FAR)	3
ACCT756	CPA Prep: Auditing (AUD)	3
ACCT763	CPA Prep: Regulations (REG)	3
ACCT767	CPA Prep: Business (BEC)	3

Managerial Accountant Specific Courses [CMAS]		(12 credits)
ACCT640	Managerial Accounting	3
ACCT761	CMA Prep Financial Planning/Performance	3
ACCT762	CMA Prep Financial Decision Making	3
FINC750	Advanced Financial Management	3

General Financial Management Specific Courses [GFMS] (12 credits)		
FINC622	Money, Banking, Treasury Management Focus	3
FINC738	Mergers/Acquisitions/Consolidations	3
MGMT653	Leading Organizations	3
MGMT747	Sustainable Business Strategies	3

Apply 11-12 credit hours from the following options: (11-12 credits)

- Undergraduate open electives or
 - Graduate-level General Accountancy or Finance [ACCT or FINC] electives from the following list or
- | | | |
|---------|---------|---------|
| ACCT732 | ACCT761 | ACCT767 |
| ACCT742 | ACCT762 | FINC620 |
| ACCT752 | ACCT763 | FINC738 |
| ACCT756 | | |
- One of the following Graduate Certificates not already completed as the specific courses in the Master of Accountancy:

Data Mining & Visualization Graduate Certificate [DATAVIS GRC]
Finance Graduate Certificate [FINANCE GRC]
Health Care Management Graduate Certificate [HC MGMT GRC]
Human Resource Management Graduate Certificate [HR MGMT GRC]
Predictive Analytics/Data Visualization Graduate Certificate [PREDVIS GRC]

Managerial Accounting Graduate Certificate [MAN ACCT GRC]
Marketing Graduate Certificate [MARKET GRC]
Strategic Management Graduate Certificate [STRATMGMT GRC]

**ACCT640 may not be used as an Accounting elective in a Specialization Area*

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

BBA HONORS SPECIALTY

BBA HONORS SPECIALTY | 12 CREDITS | HNBA

This specialty is an option on each BBA degree Davenport University offers (i.e. BBA Marketing, BBA Management, BBA Business, etc.). The BBA Honors Specialty provides high achieving students the opportunity to complete graduate courses, which will satisfy undergraduate content and credit hour requirements. Four graduate courses, in four important areas of business, enhance the undergraduate degree with higher-level learning.

Upon completion, a student will have 120 credits required for his or her BBA degree, and will have earned 12 graduate credits toward their MBA program. Students can earn an MBA by completing an additional 18 graduate credits. Qualified students will select this specialty in place of others offered. If the student chooses to do an additional undergraduate specialty, this will require additional credits to degree completion, which must be completed before awarding the BBA. For BBA programs without specialties, open electives (or additional credits) may be used for these courses.

Qualification process:

The following requirements must be met before a student can request this specialty be added to his/her curriculum (degree plan):

- Senior status, that is, 90 or more earned credits toward their BBA degree
- Cumulative GPA of 3.5 or higher
- Completion all BBA Foundations of Excellence and Foundations of Business courses

Grading information:

Once a student is admitted to the BBA Honors Specialty, all remaining courses needed for degree completion must be taken in addition to the four graduate courses in this specialty. Please note the following grading clarifications:

- Students need a 3.0 or higher grade in each specialty course for it to apply toward the MBA program.
- The grade of 3.0 or higher is for each course, not a CGPA for the specialty or degree program.
- If a passing grade lower than 3.0 is earned in any one graduate level course, the credit for the course may still apply toward completion of the BBA degree, but the course cannot be used for credit in the MBA program.
- If the student's BBA program CGPA falls below the admittance requirement of a minimum CGPA of 3.5, the student can still use earned BBA Honors Specialty course credits toward the MBA as long as the specialty courses have a 3.0 or higher grade.

Note: Students continuing into the MBA must complete a Graduate School Admission application and submit all requirements.

BBA Honors Specialty [HNBA]		12 credits
ACCT640	Managerial Accounting	3
BUSN688	Quantitative Business Analysis	3
ECON625	Managerial Economics	3
MGMT653	Leading Organizations	3

ACCOUNTING

Bachelor of Business Administration | 120 credits |

ACCTG BBA

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

Foundations of Excellence		39 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3

¹See "Guide to Electives" on page 122 for list of choices.

ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business		32 credits
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
ACCT220	Accounting Information Technology	3
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		45 credits
ACCT213	Cost Accounting	3
ACCT301	Intermediate Accounting I	4
ACCT302	Intermediate Accounting II	4
ACCT310	Accounting Fraud Examination	3
ACCT315	Federal Taxation I	3
ACCT318	Payroll and State Tax	3
ACCT320	Auditing and Assurance Services	3
ACCT350	Accounting Information Systems	3
ACCT495	Accounting Issues and Research	4
BUSN489	Field Experience in Business or	
ACCT490	Accounting BBA Internship or	
FINC493	ACG Capstone Experience I (2 cr) and	
FINC494	ACG Capstone Experience II (1 cr)	3

Choose 12 credit hours of Accounting electives, the BBA Honors Specialty **or** a specialty from the list below:

Accounting Electives: [ACT]		(12 credits)
ACCT316	Federal Taxation II	3
ACCT401	Certified Internal Audit Basics (CIA)	3
ACCT402	Certified Internal Audit Practice (CIA)	3
ACCT415	Advanced Accounting Topics	3
ACCT420	Governmental and Not-for-Profit Accounting	3
ACCT421	EDP Computer Auditing	3
ACCT461	CMA Prep Financial Planning/Performance Control	3
ACCT462	CMA Prep Financial Decision Making	3
ACCT490	Accounting BBA Internship	3
FINC212	Advanced Corporate Finance	3

Internal Auditing Specialty [AIIA]		(12 credits)
ACCT401	Certified Internal Audit Basics (CIA)	3
ACCT402	Certified Internal Audit Practice (CIA)	3
ACCT403	Certified Internal Audit Knowledge Elements (CIA)	3
ACCT421	EDP Computer Auditing	3

Management Accounting Specialty [AIMA] (12 credits)

Choose 12 credits from the following:

ACCT415	Advanced Accounting Topics	3
ACCT421	EDP Computer Auditing	3
ACCT461	CMA Prep Financial Planning/Performance Control	3
ACCT462	CMA Prep Financial Decision Making	3
FINC212	Advanced Corporate Finance	3

Professional Accountancy Specialty [PFAC] (12 credits)

ACCT316	Federal Taxation II	3
ACCT415	Advanced Accounting Topics	3
ACCT420	Governmental and Not-for-Profit Accounting	3
ACCT421	EDP Computer Auditing	3

Open Electives¹ 4 credits

ACCOUNTING FRAUD INVESTIGATION

Bachelor of Business Administration | 120 credits |

ACC FRD BBA

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

Foundations of Excellence 39 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 32 credits

ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
ACCT220	Accounting Information Technology	3
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
FINC211	Corporate Finance	3

GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major 48 credits

ACCT213	Cost Accounting	3
ACCT301	Intermediate Accounting I	4
ACCT302	Intermediate Accounting II	4
ACCT310	Accounting Fraud Examination	3
ACCT315	Federal Taxation I	3
ACCT320	Auditing and Assurance Services	3
ACCT350	Accounting Information Systems	3
ACCT401	Certified Internal Audit Basics (CIA)	3
ACCT421	EDP Computer Auditing	3
ACCT495	Accounting Issues and Research	4
BUSN489	Field Experience in Business or	
ACCT490	Accounting BBA Internship or	
FINC493	ACG Capstone Experience I (2 cr) and	
FINC494	ACG Capstone Experience II (1 cr)	3
IAAS221	Security Foundations	3
IAAS332	Authentication and Audits	3
LEGL211	Criminal Law	3
PSMG250	Investigative Techniques and Procedures	3

Open Electives^{1*} 1 credit

**Consider adding the BBA Honors Specialty*

BUSINESS

Bachelor of Business Administration | 120 credits |

BUSN BBA

The BBA Business degree prepares students for roles of planning, developing and implementing processes that improve business performance. The degree focuses on deepening skills in the major areas that contribute to an organization's value proposition through process efficiency and performance effectiveness. Graduates earn a Bachelor of Business Administration degree with a major in Business. Optional Specialties that can be completed with this degree are: Global Project Management, Risk Management and Insurance, or Supply Chain and Logistics.

Foundations of Excellence 39 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 32 credits

ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major 28 or 40 credits

BUSN225	International Business	3
BUSN303	Business Research	3
BUSN489	Field Experience in Business or	
MGMT490	Management BBA Internship	3
BUSN495	Business Planning Capstone	4
MGMT357	Operations Management	3
MGMT413	Sustainable Supply Chain Management	3
RMGI221	Risk Management and Insurance Analysis	3
SCMT320	Enterprise Management Systems: ERP (SAP)	3
SCMT370	Procurement and Global Sourcing	3

Choose an additional 12 credits in **Open Electives**, the BBA Honors Specialty **or** a specialty from the list below:

Global Project Management Specialty [CTGT] (12 credits)

GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management or	
GPMT490	Project Management Internship (1-3 cr) or	
GPMT499	Certified Project Management Professional (PMP®) Preparation	3

Risk Management and Insurance Specialty [RMGI] (12 credits)

RMGI454	Risk Analysis and Forecasting	3
RMGI455	Assessment and Treatment of Risk	3
RMGI456	Risk Financing	3
RMGI457	Managing Enterprise Risk or	
RMGI420	Insurance Company Operations and Regulations	3

Supply Chain and Logistics Specialty [SCLS] (12 credits)

LEGL320	International Business Law	3
MGMT412	Quality Management	3
SCMT430	Intermodal Transportation	3
SCMT440	Warehousing Management Systems	3

Open Electives¹ 9-21 credits

¹See "Guide to Electives" on page 122 for list of choices.

FINANCE

Bachelor of Business Administration | 120 credits |

FINANCE BBA

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

Foundations of Excellence 39 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 32 credits

ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major 43-49 credits

ACCT301	Intermediate Accounting I	4
ACCT315	Federal Taxation I	3
BUSN489	Field Experience in Business or	
FINC490	Finance BBA Internship or	
ACCT490	Accounting BBA Internship or	
FINC493	ACG Capstone Experience I (2 cr) and	
FINC494	ACG Capstone Experience II (1 cr)	3
FINC212	Advanced Corporate Finance	3
FINC215	Investment Planning	3
FINC220	Money and Banking - Treasury Management Focus	3
FINC235	Financial Analysis for Business Managers	3
FINC320	International Finance	3
FINC402	Portfolio Management	3
FINC403	Health Care Finance	3
FINC495	Financial Plan Development	3

Choose the Financial Planning Specialty, the BBA Honors Specialty **or** 3 of the following electives:

Finance Elective [FN] (9-10 credits)

ACCT302	Intermediate Accounting II	4
FINC222	Behavioral Finance	3
FINC230	Financial Planning and Insurance	3
FINC301	Retirement Plan/Employee Benefits	3
FINC310	Real Estate Finance	3
FINC401	Estate Planning	3

Financial Planning Specialty [FFP] (15 credits)

ACCT316	Federal Taxation II	3
FINC222	Behavioral Finance	3
FINC230	Financial Planning and Insurance	3
FINC301	Retirement Plan/Employee Benefits	3
FINC401	Estate Planning	3

Open Electives¹ 0-6 credits

HUMAN RESOURCE MANAGEMENT

Bachelor of Business Administration | 120 credits |

HRMG BBA

Students in the Human Resources Management program receive broad exposure to human resources careers, topics, policies, and real world applications. With an emphasis on the important strategic role human resources plays in business, students learn through varied methodologies that develop the strong critical thinking and communication skills human resources professionals need in the twenty-first century.

Davenport's Bachelor of Business Administration's Human Resources Management program is aligned with the Society of Human Resources Management (SHRM) educational standards for human resources professionals. Eligible students can prepare for and take the SHRM Certified Professional (CP) exam during their senior year.

Foundations of Excellence 39 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 32 credits

ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3

CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		37 credits
BUSN225	International Business	3
BUSN489	Field Experience in Business or	
HRMG490	Human Resource Management BBA Internship	3
HRMG213	Human Resource Management	3
HRMG313	Staffing Organizations	3
HRMG350	Training for Organizations	3
HRMG431	Negotiation and Dispute Resolution	3
HRMG433	Compensation Administration	3
HRMG453	Strategic Human Resources	4
LEGL401	Employment and Labor Law	3
MGMT316	Innovation and Managing Change	3
MGMT321	Organizational Behavior	3
MGMT375	Leadership Discovery	3

Open Electives¹ or the BBA Honors Specialty **12 credits**

Recommended Electives:

HRMG330	International Human Resource Management	3
HRMG290	Human Resource Management Internship or	
HRMG490	Human Resource Management BBA Internship	3
HRMG499	Certified Professional Exam Prep	3

INDUSTRIAL PRODUCTION MANAGEMENT

Bachelor of Business Administration | 120 credits | INDP MGT BBA

The BBA in Industrial Production Management melds the disciplines of quality, project and operations management providing learners with expertise necessary to manage production settings including both human capital and human-machine-interfaces. Topics in this program include lean production techniques, production scheduling, and quality management.

Foundations of Excellence		39 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3
STAT220	Introduction to Statistics	3
HUMN310-314	Global Cultures or Humanities Elective ¹	3
SOSC241	World Regional Geography or Social Science Elective ¹	3

Foundations of Business		32 credits
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		49 credits
CSCI350	Introduction to Industrial Automation	3
HRMG213	Human Resource Management	3
IDMT380	Operations Planning & Production Scheduling	3
IDMT430	Facilities Design and Management	3
IDMT470	Production Metrics and Visual Analysis	3
IDMT490	Industrial Production Internship Capstone	4
LEGL425	Contract and Product Liability	3
MGMT357	Operations Management	3
MGMT412	Quality Management	3
SCMT320	Enterprise Management Systems: ERP (SAP)	3
SCMT370	Procurement and Global Sourcing	3
SCMT380	Inventory Control	3

Choose an additional 12 credits in **Open Electives**, the BBA Honors Specialty **or** the Supply Chain and Logistics Specialty:

Supply Chain and Logistics Specialty [SCLS]		(12 credits)
LEGL320	International Business Law	3
MGMT413	Sustainable Supply Chain Management	3
SCMT430	Intermodal Transportation	3
SCMT440	Warehousing Management Systems	3

LEGAL STUDIES

Bachelor of Science | 120 credits | PARALGL BS

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

Foundations of Excellence		39 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3

¹See "Guide to Electives" on page 122 for list of choices.

DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 19 credits

ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
BITS214	Microcomputer Applications: Word Processing	3
BUSN210	Professional Ethics	3
GPMT287	Principles of Project Management	3
MGMT211	Management Foundations	3

Major 46 credits

LEGL101	Introduction to Legal Studies	3
LEGL213	Torts	3
LEGL215	Litigation	3
LEGL216	Legal Research	3
LEGL218	Legal Writing	3
LEGL220	Technology in the Law Office	3
LEGL301	Business Organizations	3
LEGL308	Estate Planning and Probate Law EL	3
LEGL415	Advanced Litigation	3
LEGL490	Legal Studies BS and Certificate Internship	4

Choose 15 credits from the following:

LEGL204	Family Law	3
LEGL211	Criminal Law	3
LEGL300	Evidence and Criminal Procedures	3
LEGL303	Bankruptcy Law	3
LEGL305	Real Estate Law EL	3
LEGL384	Comparative Legal Analysis/Study Abroad EL	3
LEGL385	Legal Studies Special Topics EL	1-3
LEGL386	Study Abroad - Special Legal Topics EL	3
LEGL401	Employment and Labor Law	3
LEGL496	Legal Ethics and Certificate Review	3

Open Electives¹ 16 credits

MANAGEMENT

Bachelor of Business Administration | 120 credits |

MGMT BBA

The BBA Management prepares students for roles in managing and leading to impact organizational behaviors, cultures, and structures that support business growth and change. The focus is on the integration of knowledge and skills in the areas of planning, leading, organizing, and controlling, to improve organizational performance and sustainability. Graduates earn a Bachelor of Business Administration degree with a major in Management.

Optional Specialties that can be completed with this degree are: Global Project Management, Risk Management and Insurance, or Supply Chain and Logistics.

Foundations of Excellence 39 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Business 32 credits

ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major 34-46 credits

BUSN303	Business Research	3
BUSN489	Field Experience in Business or	
MGMT490	Management BBA Internship	3
HRMG213	Human Resource Management	3
HRMG431	Negotiation and Dispute Resolution	3
MGMT316	Innovation and Managing Change	3
MGMT321	Organizational Behavior	3
MGMT352	Managing Non-Profits and Social Enterprises or	
RMGI221	Risk Management and Insurance Analysis	3
MGMT375	Leadership Discovery	3
MGMT412	Quality Management	3
MGMT467	International Management	3
MGMT495	Strategic Management Capstone	4

Choose an additional 12 credits in **Open Electives**, the BBA Honors Specialty **or** one of the following specialties:

Global Project Management Specialty [CTGT] (12 credits)

GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management or	
GPMT490	Project Management Internship (1-3 cr) or	
GPMT499	Certified Project Management Professional (PMP®) Preparation	3

Risk Management and Insurance Specialty [RMGI]		(12 credits)
RMGI454	Risk Analysis and Forecasting	3
RMGI455	Assessment and Treatment of Risk	3
RMGI456	Risk Financing	3
RMGI457	Managing Enterprise Risk or	
RMGI420	Insurance Company Operations and Regulations	3
Supply Chain and Logistics Specialty [SCLS]		(12 credits)
LEGL320	International Business Law	3
MGMT413	Sustainable Supply Chain Management	3
SCMT430	Intermodal Transportation	3
SCMT440	Warehousing Management Systems	3
Open Electives¹		3-15 credits

MARKETING

Bachelor of Business Administration | 120 credits | MKTG BBA

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

Foundations of Excellence		39 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3
Foundations of Business		32 credits
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		42 credits
BUSN489	Field Experience in Business or	
MKTG490	Marketing BBA Internship	3
MKTG212	Professional Selling	3
MKTG310	Consumer Behavior	3
MKTG320	Marketing of Services	3
MKTG322	Digital Marketing	3
MKTG412	Marketing Research	3
MKTG421	International Marketing	3
MKTG440	Strategic Marketing	3

Choose 6 (six) Marketing electives [MKTG], the BBA Honors Specialty or one of the following specialties:

Digital Marketing and Promotion Specialty [DMKS]		(18 credits)
CISP211	E-Business Technologies	3
MKTG214	Public Relations Foundations	3
MKTG312	Digital Retailing	3
MKTG324	Social Media Strategies	3
MKTG346	Digital Brand Engagement	3
MKTG425	Search Engine Marketing and Analysis	3

Marketing Technology Specialty [MTCS]		(18 credits)
BITS301	Image Editing Applications	3
CISP211	E-Business Technologies	3
CISP220	Web Page Applications	3
CISP303	Web Development	3
MKTG346	Digital Brand Engagement	3
MKTG425	Search Engine Marketing and Analysis	3

Open Electives¹ **7 credits**

SPORT MANAGEMENT

Bachelor of Business Administration | 120 credits | SPRT MG BBA

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

Foundations of Excellence		36 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
DATA275	Introduction to Data Analytics	3
ECON200	Microeconomics	3
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
PSYC101	Introductory Psychology	3
STAT220	Introduction to Statistics	3
SOSC201	Diversity in Society	3

¹See "Guide to Electives" on page 122 for list of choices.

Foundations of Business		32 credits
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
FINC211	Corporate Finance	3
GPMT287	Principles of Project Management	3
LEGL334	Legal Aspects of Sport Management	3
SPMG211	Sport Management Foundations	3
SPMK210	Sport Marketing	3

Major		40 credits
FINC235	Financial Analysis for Business Managers	3
HRMG213	Human Resource Management	3
MKTG212	Professional Selling	3
MKTG322	Digital Marketing	3
SPMG275	Athletic Leadership and Coaching	3
SPMG290	Sophomore Sport Management Internship	3
SPMG364	Sport Operations and Facilities Management	3
SPMG370	Sport Analytics	3
SPMG390	Junior Sport Management Internship	3
SPMG421	Sport Governance and Regulation	3
SPMG445	Global Sport Industry	3
SPMG495	Sport Management Planning Capstone	4
SPMK350	Sport Communication and Promotion	3

Open Electives¹ or the BBA Honors Specialty 12 credits

GLOBAL PROJECT MANAGEMENT POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 18 credits minimum | GPROJ MG PBC

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

Preadmission Requirements:

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

Prerequisites:

The following prerequisite courses are required and must be completed before taking the major courses for the Global Project Management Post-Baccalaureate Certificate.

- BITS211 Microcomputer Applications: Spreadsheet (3 cr)
- MGMT211 Management Foundations (3 cr)
- STAT220 Introduction to Statistics (3 cr)

Major		18-27 credits
GPMT287	Principles of Project Management	3
GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management	3
GPMT490	Project Management Internship or	
GPMT499	Certified Project Management Professional (PMP®) Preparation	3

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

LEGAL STUDIES POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 27 credits minimum | PARALGL PBC

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

Prerequisites:

The following prerequisite courses are required and must be completed before taking the major courses for the Legal Studies Post-Baccalaureate Certificate.

- ENGL109 Composition (3 cr)
- ENGL110 Advanced Composition (3 cr)

Major		27-33 credits
LEGL101	Introduction to Legal Studies	3
LEGL215	Litigation	3
LEGL216	Legal Research	3
LEGL220	Technology in the Law Office	3
LEGL415	Advanced Litigation	3
LEGL490	Legal Studies BS and Certificate Internship	3

Choose 9 credits from the following courses:

LEGL204	Family Law	3
LEGL211	Criminal Law	3
LEGL213	Torts	3
LEGL218	Legal Writing	3
LEGL300	Evidence and Criminal Procedures	3
LEGL301	Business Organizations	3
LEGL303	Bankruptcy Law	3

LEGL305	Real Estate Law EL	3
LEGL308	Estate Planning and Probate Law EL	3
LEGL384	Comparative Legal Analysis/Study Abroad EL	3
LEGL385	Legal Studies Special Topics EL	1-3
LEGL386	Study Abroad - Special Legal Topics EL	3
LEGL401	Employment and Labor Law	3
LEGL496	Legal Ethics and Certificate Review	3

ACCOUNTING

Associate of Business Administration | 64 credits |

ACCT ABA

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

Foundations of Excellence		21 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ECON200	Microeconomics or	
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		22 credits
ACCT201	Accounting Foundations I	4
ACCT220	Accounting Information Technology	3
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
GPMT287	Principles of Project Management	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		21 credits
ACCT202	Accounting Foundations II	4
ACCT213	Cost Accounting	3
ACCT301	Intermediate Accounting I	4
ACCT302	Intermediate Accounting II	4
ACCT315	Federal Taxation I	3
ACCT318	Payroll and State Tax	3

BUSINESS ADMINISTRATION

Associate of Business Administration | 61 credits |

BUS ADM ABA

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

Foundations of Excellence		21 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ECON200	Microeconomics or	
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		22 credits
ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
GPMT287	Principles of Project Management	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		18 credits
LEGL210	Business Law Foundations	3
BUSN303	Business Research	3

Choose four courses from the D.W. Maine College of Business:

Courses must be in two disciplines with at least one course at the 300 level.

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

FINANCE

Associate of Business Administration | 65 credits |

FINANCE ABA

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

Foundations of Excellence		21 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ECON200	Microeconomics or	
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		22 credits
ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3

¹See "Guide to Electives" on page 122 for list of choices.

GPMT287	Principles of Project Management	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		22 credits
ACCT202	Accounting Foundations II	4
FINC211	Corporate Finance	3
FINC212	Advanced Corporate Finance	3
FINC215	Investment Planning	3
FINC220	Money and Banking - Treasury Management Focus	3
FINC235	Financial Analysis for Business Managers	3
LEGL210	Business Law Foundations	3

HUMAN RESOURCE MANAGEMENT

Associate of Business Administration | 61 credits | HRMG ABA

The Human Resource Management curriculum is designed to prepare students for positions in HR that require foundational knowledge of common employer/employee relationship practices, such as attracting and retaining employees, and monitoring training programs and professional development. All courses in this program seamlessly apply to Davenport University's SHRM-approved bachelor's degree in Human Resource Management. Note: The associate's degree does not align with SHRM standards, as SHRM does not approve associate degree programs.

Foundations of Excellence		21 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ECON200	Microeconomics or	
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		22 credits
ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
BUSN210	Professional Ethics	3
CISP111	Requirements Planning and Development	3
GPMT287	Principles of Project Management	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3

Major		18 credits
FINC211	Corporate Finance	3
HRMG213	Human Resource Management	3
HRMG313	Staffing Organizations	3
HRMG350	Training for Organizations	3
LEGL210	Business Law Foundations	3
MGMT321	Organizational Behavior	3

LEGAL STUDIES

Associate of Science | 64 credits | PARALGL AS

Davenport University's American Bar Association (ABA) approved Associate of Science in Legal Studies program prepares students to work in a law firms, corporations, government agency, the judiciary, non-profits and other law-related setting, through studies that focus on effective communication skills, critical thinking, litigation procedures, computer applications for the law offices, ethics and various legal specialties. The student will benefit from classes that combine legal theory with a practical focus and will receive hands-on experience performing the types of tasks typically performed by paralegals. Although paralegals play a key role in providing legal services to clients, only attorneys may accept cases, give legal advice, represent clients in court, or provide other direct legal services to clients.

Foundations of Excellence		21 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ECON200	Microeconomics or	
ECON201	Macroeconomics	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		16 credits
ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
BITS214	Microcomputer Applications: Word Processing	3
BUSN210	Professional Ethics	3
GPMT287	Principles of Project Management	3

Major		27 credits
LEGL101	Introduction to Legal Studies	3
LEGL213	Torts	3
LEGL215	Litigation	3
LEGL216	Legal Research	3
LEGL220	Technology in the Law Office	3
LEGL301	Business Organizations	3

Choose 9 (nine) credits from the following:

LEGL204	Family Law	3
LEGL211	Criminal Law	3
LEGL218	Legal Writing	3
LEGL290	Legal Studies AS Internship	3
LEGL300	Evidence and Criminal Procedures	3
LEGL303	Bankruptcy Law	3
LEGL305	Real Estate Law EL	3
LEGL308	Estate Planning and Probate Law EL	3
LEGL384	Comparative Legal Analysis/Study Abroad EL	3
LEGL385	Legal Studies Special Topics EL	1-3
LEGL386	Study Abroad - Special Legal Topics EL	3

UNDERGRADUATE STACKABLE CERTIFICATES

Davenport University's stackable certificates are designed as building blocks for our associate, bachelor and even master-level degree programs. After finishing one of these certificates, you can seamlessly apply the credits earned to a certificate's subsequent degree programs — all while earning recognition that you can place on your resume immediately.

ACCOUNTING SKILLS CERTIFICATE

Certificate | 20 credits | ACC SKL CERT

This certificate provides a general understanding of the role of accounting and accounting principles in business. Focus is placed on analyzing and recording business events following the Generally Accepted Accounting Principles (GAAP). Instruction includes accounting principles, as well as financial, managerial, and cost accounting. In addition, budget control, legal aspects of accounting, and professional standards and ethics are reviewed for for-profit, public, and non-profit organizations.

Courses

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
ACCT201	Accounting Foundations I	4
ACCT202	Accounting Foundations II	4
ACCT220	Accounting Information Technology	3
BITS211	Microcomputer Applications: Spreadsheet	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3

BUSINESS PRINCIPLES CERTIFICATE

Certificate | 18 credits | BUS PRN CERT

This certificate focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), and business organization. The program prepares individuals to apply business principles and techniques in various occupational settings to analyze business problems.

Courses

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
BUSN210	Professional Ethics	3
ENGL109	Composition	3
MGMT211	Management Foundations	3
MKTG211	Marketing Foundations	3
SOSC201	Diversity in Society	3

FINANCIAL SKILLS CERTIFICATE

Certificate | 22 credits | FIN SKL CERT

This certificate generally introduces how to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises. Specifically, individuals will evaluate the time value of money for investments and capital budgeting decisions, as well as evaluate financial statements of a corporation using trend analysis and industry comparisons. The certificate will provide a general sense of the principles of accounting, financial instruments, capital planning, funds acquisition, asset and debt management, as well as budgeting, financial analysis, and investments and portfolio management.

Courses

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
FINC211	Corporate Finance	3
FINC212	Advanced Corporate Finance	3
FINC215	Investment Planning	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3

¹See "Guide to Electives" on page 122 for list of choices.

Notes

COLLEGE OF HEALTH PROFESSIONS

Programs

BACHELOR OF SCIENCE

Health Information Management (BS) 120-122 credits

Specialties: Cancer Tumor Registry, Global Project Management, Revenue Management

Health Information Management Completion (BS) 123 credits

Health Services Administration (BS) 120 credits

Specialties: Health Information Assurance, Human Resource Management, Long-Term Care, Project Management

Health Services Administration Completion (BS) 120-123 credits

Options: Associate degree in Nursing, Associate degree in Allied Health, Licensed Practical Nurse

Medical Case Management (BS) 120 credits

Medical Case Management Completion (BS) 120-123 credits

Options: Associate degree in Allied Health, Associate degree in Nursing, Licensed Practical Nurse

BACHELOR OF SCIENCE IN NURSING

Nursing Bachelor Completion Program (BSN) 120-122 credits

Specialty: Medical Case Management

Nursing Pre-Licensure (BSN) 120-133 credits

POST-BACCALAUREATE CERTIFICATE

Long-Term Care Post-Baccalaureate Certificate 18 credits

Medical Case Management Post-Baccalaureate Certificate 20-22 credits

ASSOCIATE OF APPLIED SCIENCE

Health Information Technology (AAS) 69 credits

Medical Assisting (AAS) 60 credits

DIPLOMA

Practical Nursing 45 credits

UNDERGRADUATE STACKABLE CERTIFICATES

Medical Assisting Certificate 33 credits

Medical Coding and Billing Certificate 24 credits

HEALTH INFORMATION MANAGEMENT

Bachelor of Science | 120-122 credits | HLTH INFO BS

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

Students successfully completing this CAHIIM-accredited program are eligible to take the Registered Health Information Administrator (RHIA) exam offered by the American Health Information Management Association (AHIMA). Students will select one of the following as a part of this degree: Generalist, Cancer Tumor Registry Specialty, Global Project Management Specialty or Revenue Management Specialty.

Foundations of Excellence 35 credits

ACES100	Achieving Career and Education Success	3
BIOL115	Anatomy and Physiology with Human Disease I	4
BIOL116	Anatomy and Physiology with Human Disease II	4
BIOL131	Introduction to Human Disease	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3
STAT219	Introduction to Biostatistics	3

Foundations of Health Professions 15 credits

ACCT200	Accounting Basics for Managers	3
CISP111	Requirements Planning and Development	3
HLTH211	Health Care Management	3
HLTH101M	Introduction to Health Careers	0
HLTH110	Medical Terminology	3
HLTH230	Health Care Law and Ethics	3

Major		51 credits
CISP247	Database Design	3
HINT110	Introduction to HIM	3
HINT201	Health Information Technology	3
HINT209	Quality and Performance Improvement in Health Care	3
HINT215	Applied Statistics for Health Information Management	1
HINT221	ICD Coding	4
HINT222	Procedural CPT/HCPCS Coding	3
HINT297	HIT Professional Practice Experience (Lecture)	2
HINT297C	HIT Professional Practice Experience (Clinical)	2
HINT335	Coding and Revenue Cycle Management	2
HINT340	Privacy, Security, and Training in Health Information Management	3
HINT350	Clinical Information Systems	3
HINT400	Management Information Systems	3
HINT420	Data Analysis and Research in Health Information Management	3
HINT475	Enterprise Governance in Health Care	3
HINT485	Information Governance	3
HINT496	Health Information Management Capstone	4
HLTH250	Health Care Reimbursement Management	3

Choose an additional 19 credits of Open Electives¹ or select one of the following Health Information specialties: (19-21 credits)

Cancer Tumor Registry Specialty [CNTR] 19 credits

CATR110	Cancer Registry Structure, Operations Management	4
CATR130	Cancer Disease Coding and Staging	3
CATR210	Oncology Treatment and Coding	3
CATR220	Abstracting Methods	4
CATR230	Cancer Follow-Up and Data Quality	2
CATR299	Cancer Tumor Registry Practicum	3

Global Project Management Specialty [GPMG] 21 credits

BITS211	Microcomputer Applications: Spreadsheet	3
GPMT287	Principles of Project Management	3
GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management	3
GPMT499	Certified Project Management Professional (PMP®) Preparation	3

Revenue Management Specialty [RVMG] 20 credits

ACCT201	Accounting Foundations I	4
BITS211	Microcomputer Applications: Spreadsheet	3
FINC211	Corporate Finance	3
FINC403	Health Care Finance	3
HINT294	Advanced Coding Lecture	2
HINT294L	Advanced Coding Lab	2
HSAD403	Health Care Economics	3

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

HEALTH INFORMATION MANAGEMENT (COMPLETION)

Bachelor of Science | Minimum 123 credits | HIM COM BS

This program is designed for current RHIT credentialed professionals who are seeking a bachelor's degree in Health Information Management (HIM). The purpose of the bachelor's degree HIM program at Davenport University is to prepare the graduates to advance in the HIM profession through the use of critical thinking, data analytic skills, communication, applied research, self-directed learning, leadership and management skills. This program prepares RHIT credentialed professionals for emerging key roles in supporting the technological infrastructure for health services delivery. Graduates of this program are eligible to sit for the Registered Health Information Administrator (RHIA) exam.

Preadmission Requirements:

- Must possess a current active RHIT credential from the American Health Information Management Association (AHIMA).
- Must have at least a cumulative GPA of 2.5 from previous CAHIIM accredited HIT program.

Transfer/Advanced Standing Credit

- 60 credit hours of transfer credit will be granted for the completion of an associate degree health information technology program with a minimum GPA of 2.5 or higher.
- 30 credit hours of advanced standing credit will be granted for successful completion of the Registered Health Information Technologist (RHIT) exam.

Foundations of Excellence 38 credits

Transfer Credit/Advanced Standing Credit	35
ENGL311 Professional Writing	3

Foundations of Health Professions 16 credits

Transfer Credit/Advanced Standing Credit	16
HLTH101M Introduction to Health Careers	0

Major 63 credits

Transfer Credit/Advanced Standing Credit	39
HINT335 Coding and Revenue Cycle Management	2
HINT340 Privacy, Security, and Training in Health Information Management	3
HINT350 Clinical Information Systems	3
HINT400 Management Information Systems	3
HINT420 Data Analysis and Research in Health Information Management	3
HINT475 Enterprise Governance in Health Care	3
HINT485 Information Governance	3
HINT496 Health Information Management Capstone	4

Open Electives¹ 6 credits

HEALTH SERVICES ADMINISTRATION

Bachelor of Science | 120 credits | HLTH SRV BS

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

Foundations of Excellence 33-34 credits

ACES100	Achieving Career and Education Success	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT219	Introduction to Biostatistics	3
SOSC201	Diversity in Society	3
PSYC101	Introductory Psychology	3
BIOL120	Essentials of Anatomy and Physiology or	
	Natural Science Elective* ¹	3-4
BIOL131	Introduction to Human Disease or	
	Natural Science Elective* ¹	3

Foundations of Health Professions 27 credits

ACCT200	Accounting Basics for Managers	3
BITS211	Microcomputer Applications: Spreadsheet	3
CISP111	Requirements Planning and Development	3
HINT201	Health Information Technology	3
HLTH101M	Introduction to Health Careers	0
HLTH210	Health Care Organizations and Systems	3
HLTH211	Health Care Management	3
HLTH230	Health Care Law and Ethics	3
HLTH250	Health Care Reimbursement Management	3
MKTG211	Marketing Foundations	3

Major 55-58 credits

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

¹See "Guide to Electives" on page 122 for list of choices.

Health Care Specialty courses [HS] (12-15 Credits Hours) comprising the major area of the earned health care related associate's degree or select one of the following Specialties:

Health Information Assurance Specialty [HLAS] (15 credits)

CISP247	Database Design	3
HINT340	Privacy, Security, and Training in Health Information Management	3
HINT350	Clinical Information Systems	3
HINT400	Management Information Systems	3
IAAS221	Security Foundations	3

Human Resource Management Specialty [HHRS] (12 credits)

HRMG313	Staffing Organizations	3
MGMT316	Innovation and Managing Change	3
HRMG350	Training for Organizations	3
HRMG431	Negotiation and Dispute Resolution	3

Long-Term Care Specialty [LTCS] (12 credits)

HSAD415	Long-Term Care Administration	3
HSAD423	Legal and Financial Aspects of Long-Term Care	3
HSAD430	Services and Clinical Aspects of Long-Term Care	3
PSYC270	Dimensions of Aging	3

Project Management Specialty [PTMS] (12 credits)

GPMT287	Principles of Project Management	3
GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT446	Project Quality Management	3

Open Electives¹ 2-5 credits

Recommended Electives

COMM311	Organizational Communication	3
HLTH100	Cardiopulmonary Resuscitation/First Aid	1
HLTH202	Death and Dying	3
PSYC270	Dimensions of Aging	3
PSYC303	Psychosocial Health Concerns	3
HSAD490	Health Services Administration Internship	3
SABR381	Study Abroad Experience	3

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

HEALTH SERVICES ADMINISTRATION COMPLETION PROGRAMS

For students with an earned Associate degree in Allied Health

Bachelor of Science | 120 credits | HSAH COM BS [AAHS]

This program is designed for current Allied Health Professionals, such as respiratory therapist, medical assistant, radiology professional, surgical technician, dental hygienist/assistant, diagnostic medical sonographer, vascular technologist, cardiovascular technologist, or other certified health care professional. The purpose of the Health Service Administration bachelor's degree program at Davenport University is to prepare graduates for career

advancement in health care administration. The program prepares allied health credentialed professionals for emerging management positions in various health care settings and organizations by enhancing their critical thinking, analytic, communication, applied-research, project management, leadership, and management skills.

Preadmission Requirements:

- Must possess a current active credential/license allowing them to be employed within their profession.
- Must have an associate degree with a cumulative GPA of 2.0 or higher from an accredited community college or two-year college program.

Foundations of Excellence 34 credits

Transfer Credit/Advanced Standing Credit 34

Foundations of Health Professions 27 credits

Transfer Credit/Advanced Standing Credit 11

ACCT200	Accounting Basics for Managers	3
HLTH101M	Introduction to Health Careers	0
HINT201	Health Information Technology	3
HINT215	Applied Statistics for Health Information Management	1
HLTH211	Health Care Management	3
HLTH250	Health Care Reimbursement Management	3
MKTG211	Marketing Foundations	3

Major 58 credits

Transfer Credit/Advanced Standing Credit 27

FINC403	Health Care Finance	3
HLTH320	Public Health Perspectives	3
HLTH401	Health Care Research	3
HLTH460	Health Promotion and Education	3
HINT209	Quality and Performance Improvement in Health Care	3
HSAD302	Regulatory Health Care	3
HSAD402	Health Care Risk Management	3
HSAD403	Health Care Economics	3
HSAD440	Health Care Strategic Planning	3
HSAD495	Health Services Administration Practicum	4

Open Electives¹ 1 credit

Transfer Credit/Advanced Standing Credit 1

For students with an earned Associate degree in Nursing with RN license

Bachelor of Science | 120 credits | HSNS COM BS [ADNS]

This program is designed for an associate degree nurse. The purpose of the Health Services Administration bachelor's degree program at Davenport University is to prepare graduates for career advancement in health care administration. The program prepares associate degree nurse professionals for emerging management positions in various health care settings and organizations by enhancing their critical thinking, analytic, communication, applied-research, project management, leadership, and management skills.

Preadmission Requirements:

- Must possess a current/valid unencumbered Registered Nurse license.
- Must have an associate degree in nursing with a cumulative GPA of 2.0 or higher from an accredited community college program.

Foundations of Excellence		34 credits
Transfer Credit/Advanced Standing Credit		34
Foundations of Health Professions		27 credits
Transfer Credit/Advanced Standing Credit		11
ACCT200	Accounting Basics for Managers	3
HLTH101M	Introduction to Health Careers	0
HINT201	Health Information Technology	3
HINT215	Applied Statistics for Health Information Management	1
HLTH211	Health Care Management	3
HLTH250	Health Care Reimbursement Management	3
MKTG211	Marketing Foundations	3
Major		58 credits
Transfer Credit/Advanced Standing Credit		30
FINC403	Health Care Finance	3
HLTH320	Public Health Perspectives	3
HLTH401	Health Care Research	3
HINT209	Quality and Performance Improvement in Health Care	3
HSAD302	Regulatory Health Care	3
HSAD402	Health Care Risk Management	3
HSAD403	Health Care Economics	3
HSAD440	Health Care Strategic Planning	3
HSAD495	Health Services Administration Practicum	4
Open Electives¹		1 credit
Transfer Credit/Advanced Standing Credit		1

For students with a Practical Nursing License**Bachelor of Science | 122 credits | HSPN COM BS [PNCS]**

This program is designed for a Licensed Practical Nurse. The purpose of the Health Services Administration bachelor's degree program at Davenport University is to prepare graduates for career advancement in health care administration. The program prepares the practical nurse professional for emerging management positions in various health care settings and organizations by enhancing their critical thinking, analytic, communication, applied-research, project management, leadership, and management skills.

Preadmission Requirements:

- Must possess a current/valid unencumbered Practical Nurse license.
- Must have a Practical Nursing Diploma with a cumulative GPA of 2.0 or higher from an accredited program.

Foundations of Excellence		33 credits
Transfer Credit/Advanced Standing Credit		21
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
STAT219	Introduction to Biostatistics	3
SOSC201	Diversity in Society	3
Foundations of Health Professions		27 credits
Transfer Credit/Advanced Standing Credit		3
ACCT200	Accounting Basics for Managers	3
BITS211	Microcomputer Applications: Spreadsheet	3
CISP111	Requirements Planning and Development	3
HINT201	Health Information Technology	3
HLTH101M	Introduction to Health Careers	0
HLTH210	Health Care Organizations and Systems	3
HLTH211	Health Care Management	3
HLTH250	Health Care Reimbursement Management	3
MKTG211	Marketing Foundations	3
Major		58 credits
Transfer Credit/Advanced Standing Credit		18
FINC403	Health Care Finance	3
HLTH320	Public Health Perspectives	3
HLTH401	Health Care Research	3
HLTH460	Health Promotion and Education	3
HINT209	Quality and Performance Improvement in Health Care	3
HRMG213	Human Resource Management	3
HSAD302	Regulatory Health Care	3
HSAD402	Health Care Risk Management	3
HSAD403	Health Care Economics	3
HSAD425	Bioethics	3
HSAD440	Health Care Strategic Planning	3
HSAD495	Health Services Administration Practicum	4
MGMT321	Organizational Behavior	3
Open Electives¹		4 credits
Transfer Credit/Advanced Standing Credit		4

MEDICAL CASE MANAGEMENT**Bachelor of Science | 120 credits | MED C MGT BS**

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

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

¹See "Guide to Electives" on page 122 for list of choices.

self insured organizations or as an independent consultant. This curriculum can prepare students for entry into the Davenport University's MBA program.

Foundations of Excellence		41 credits
ACES100	Achieving Career and Education Success	3
BIOL115	Anatomy and Physiology with Human Disease I	4
BIOL116	Anatomy and Physiology with Human Disease II	4
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT219	Introduction to Biostatistics	3
PSYC101	Introductory Psychology	3
SOSC201	Diversity in Society	3
	Humanities Electives ¹	3
	Social Science Electives ¹	3

Foundations of Health Professions		18 credits
CISP111	Requirements Planning and Development	3
HLTH101M	Introduction to Health Careers	0
HLTH110	Medical Terminology	3
HLTH211	Health Care Management	3
HLTH220	Pharmacology	3
HLTH230	Health Care Law and Ethics	3
HLTH250	Health Care Reimbursement Management	3

Major		35 credits
HINT209	Quality and Performance Improvement in Health Care	3
HLTH320	Public Health Perspectives	3
HLTH401	Health Care Research	3
MCMG300	Case Management Fundamentals	3
MCMG310	Community Services	3
MCMG311	Adjustment to Disability	3
MCMG312	Insurance, UR, and Discharge Planning	3
MCMG401	Case Management Documentation and Reporting	4
MCMG402	Disability Case Management	3
MCMG403	Case Management Special Populations	3
MCMG493	Case Management Online Practicum or	
MCMG495	Case Management Practicum	4

Open Electives ¹		26 credits
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Recommended Electives:

COMM311	Organizational Communication
COMM313	Small Group Communication
HLTH202	Death and Dying
HLTH210	Health Care Organizations and Systems
HSAD301	Cultural Issues in Health Care
LEGL210	Business Law Foundations
MCMG410	Case Management Certification Preparation
PSYC303	Psychosocial Health Concerns

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

MEDICAL CASE MANAGEMENT COMPLETION PROGRAMS

For students with an earned Associate degree in Allied Health

Bachelor of Science | 120 credits | MCAH COM BS

This program is designed for current Allied Health Professionals, such as respiratory therapist, occupational therapy assistant, physical therapy assistant, medical assistant, mental health and social work technician/assistant professionals. The purpose of the Medical Case Management bachelor's degree program at Davenport University is to prepare graduates for career advancement in the area of medical case management. The student will learn the components of case management including assessing, planning, implementing, coordinating, monitoring, and evaluating the care of a client across the continuum of care.

Preadmission Requirements:

- Must possess a current active credential/license allowing them to be employed within their profession.
- Must have an associate degree with a cumulative GPA of 2.0 or higher from an accredited community college or two-year college program.

Foundations of Excellence		41 credits
Transfer Credit/Advanced Standing Credit		35
ENGL311	Professional Writing	3
STAT219	Introduction to Biostatistics	3

Foundations of Health Professions		18 credits
Transfer Credit/Advanced Standing Credit		9
HLTH101M	Introduction to Health Careers	0
HLTH211	Health Care Management	3
HLTH220	Pharmacology	3
HLTH250	Health Care Reimbursement Management	3

Major		35 credits
HINT209	Quality and Performance Improvement in Health Care	3
HLTH320	Public Health Perspectives	3
HLTH401	Health Care Research	3
MCMG300	Case Management Fundamentals	3
MCMG310	Community Services	3
MCMG311	Adjustment to Disability	3
MCMG312	Insurance, UR, and Discharge Planning	3
MCMG401	Case Management Documentation and Reporting	4
MCMG402	Disability Case Management	3
MCMG403	Case Management Special Populations	3
MCMG495	Case Management Practicum	4

Open Electives ¹		26 credits
Transfer Credit/Advanced Standing Credit		26

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

For students with an earned Associate degree in Nursing with RN license

Bachelor of Science | 123 credits | MCNS COM BS

This program is designed for an associate degree nurse. The purpose of the Medical Case Management bachelor's degree program at Davenport University is to prepare graduates for career advancement in the area of medical case management. The student will learn the components of case management including assessing, planning, implementing, coordinating, monitoring, and evaluating the care of a client across the continuum of care.

Preadmission Requirements:

- Must possess a current/valid unencumbered Registered Nurse license.
- Must have an associate degree in nursing with a cumulative GPA of 2.0 or higher from an accredited two-year community college program.

Foundations of Excellence	44 credits
Transfer Credit/Advanced Standing Credit	38
ENGL311 Professional Writing	3
STAT219 Introduction to Biostatistics	3
Foundations of Health Professions	18 credits
Transfer Credit/Advanced Standing Credit	12
HLTH101M Introduction to Health Careers	0
HLTH211 Health Care Management	3
HLTH250 Health Care Reimbursement Management	3
Major	35 credits
HINT209 Quality and Performance Improvement in Health Care	3
HLTH320 Public Health Perspectives	3
HLTH401 Health Care Research	3
MCMG300 Case Management Fundamentals	3
MCMG310 Community Services	3
MCMG311 Adjustment to Disability	3
MCMG312 Insurance, UR, and Discharge Planning	3
MCMG401 Case Management Documentation and Reporting	4
MCMG402 Disability Case Management	3
MCMG403 Case Management Special Populations	3
MCMG495 Case Management Practicum	4
Open Electives¹	26 credits
Transfer Credit/Advanced Standing Credit	26

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

For students with a Practical Nursing License

Bachelor of Science | 120 credits | MCPN COM BS

This program is designed for the Licensed Practical Nurse. The purpose of the Medical Case Management bachelor's degree program at Davenport University is to prepare graduates for career advancement in the area of medical case management. The student will learn the components of case management including assessing, planning, implementing, coordinating, monitoring, and evaluating the care of a client across the continuum of care.

Preadmission Requirements:

- Must possess a current/valid unencumbered Practical Nurse license.
- Must have a Practical Nursing Diploma with a cumulative GPA of 2.0 or higher from an accredited program.

Foundations of Excellence	41 credits
Transfer Credit/Advanced Standing Credit	26
ENGL110 Advanced Composition	3
ENGL311 Professional Writing	3
STAT219 Introduction to Biostatistics	3
SOSC201 Diversity in Society	3
Humanities Electives ¹	3
Foundations of Health Professions	18 credits
Transfer Credit/Advanced Standing Credit	9
CISP111 Requirements Planning and Development	3
HLTH101M Introduction to Health Careers	0
HLTH211 Health Care Management	3
HLTH250 Health Care Reimbursement Management	3
Major	35 credits
HINT209 Quality and Performance Improvement in Health Care	3
HLTH320 Public Health Perspectives	3
HLTH401 Health Care Research	3
MCMG300 Case Management Fundamentals	3
MCMG310 Community Services	3
MCMG311 Adjustment to Disability	3
MCMG312 Insurance, UR, and Discharge Planning	3
MCMG401 Case Management Documentation and Reporting	4
MCMG402 Disability Case Management	3
MCMG403 Case Management Special Populations	3
MCMG495 Case Management Practicum	4
Open Electives¹	26 credits
Transfer Credit/Advanced Standing Credit	11
Open Electives ¹	15

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

¹See "Guide to Electives" on page 122 for list of choices.

NURSING

Bachelor of Science in Nursing | 121-134 credits |

NUR COM BSN

(Completion Program)

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

Preadmission Requirements:

- Must possess a current active unencumbered and unrestricted Registered Nurse License
- Must have at least a cumulative GPA of 2.5 from previous nursing program
- Must provide a copy of a current, approved CPR card

Transfer/Advanced Standing Credit

- 60 credit hours of transfer credit will be granted for the completion of an associate-level nursing program with a minimum GPA of 2.5 or higher
- 30 credit hours of advanced standing credit will be granted for successful completion of the NCLEX

Foundations of Excellence		34 credits
Transfer/Advanced Standing Credit		24
BIOL312 [#]	Pathophysiology	4
ENGL311	Professional Writing	3
STAT219	Introduction to Biostatistics	3

Foundations of Health Professions **		17 credits
Transfer/Advanced Standing Credit		14
HLTH101M	Introduction to Health Careers	0
HLTH401	Health Care Research	3

Major		70-83 credits
Transfer/Advanced Standing Credit		52
NURS315	Health Promotion and Education	3
NURS317Y	Health Assessment in Nursing	4
NURS415	Evidence Based Nursing Practice	2
NURS420Y	Community Health Nursing Lecture/Clinical	4
NURS421Y	Nurse Manager and Leader Lecture/Clinical	3
NURS496O	Senior Nursing Seminar	2

Complete the optional Medical Case Management Specialty (13 credits):

Medical Case Management Specialty [CMS]		(13 credits)
MCMG300	Case Management Fundamentals	3
MCMG312	Insurance, UR, and Discharge Planning	3
MCMG401	Case Management Documentation and Reporting	4
MCMG403	Case Management Special Populations	3

***Students who are not proficient in computer usage (internet searching, word processing, keyboarding skills) are encouraged to take BITS101 Computer Essentials, CISP100 Introduction to Computers or CISP111 Requirements Planning and Development (3 credit hours).*

**A grade of C+ or better is required for successful completion of all BIOL and CHEM courses required in the nursing program.*

The Bachelor of Science in Nursing degree requirements must be met based on the catalog year of acceptance to the BSN Completion Program.

NURSING PRE-LICENSURE

Bachelor of Science in Nursing | 120-133 credits |

P-LIC RN BSN

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

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

Foundations of Excellence [#]		37 credits
ACES100	Achieving Career and Education Success	3
BIOL110	Foundations of Cell Biology	3
BIOL110L	Foundations of Cell Biology Lab	1
BIOL221	Anatomy and Physiology I	3
BIOL221L	Anatomy and Physiology Lab I	1
BIOL222	Anatomy and Physiology II	3
BIOL222L	Anatomy and Physiology Lab II	1
CHEM150	Foundations in Chemistry	3
CHEM150L	Foundations in Chemistry Lab	1
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
STAT219	Introduction to Biostatistics	3
PSYC101	Introductory Psychology	3

Foundations of Health Professions [#]		17 credits
BIOL211	Microbiology	3
BIOL211L	Microbiology Lab	1
BIOL312	Pathophysiology	4
HLTH101M	Introduction to Health Careers	0
HLTH230	Health Care Law and Ethics	3
PSYC303	Psychosocial Health Concerns	3
SOSC201	Diversity in Society	3

Major		66-79 credits
NURS101	Foundations of Nursing and Critical Thinking	3
NURS101C	Foundations of Nursing and Critical Thinking Clinical	2
NURS125	Pharmacology I	2
NURS126	Pharmacology II	2
NURS135	Nutrition in Nursing	2
NURS250	Nursing Care of Adults I	4
NURS250L	Nursing Care of Adults I Lab	1
NURS250C	Nursing Care of Adults I Clinical	3
NURS315	Health Promotion and Education	3
NURS317	Health Assessment in Nursing	3
NURS317L	Health Assessment in Nursing Lab	1
NURS325	Mental Health Nursing Across the Lifespan	3
NURS325C	Mental Health Nursing Clinical	1
NURS334	Nursing Care of Adults II	4
NURS334L	Nursing Care of Adults II Lab	1
NURS334C	Nursing Care of Adults II Clinical	4
NURS355	Nursing of Childbearing Family	4
NURS355C	Nursing of Childbearing Family Clinical	2
NURS370	Nursing Care of Children	4
NURS370L	Nursing Care of Children Lab	1
NURS370C	Nursing Care of Children Clinical	2
NURS415*	Evidence Based Nursing Practice	2
NURS427	Community Health Nursing (PL)	3
NURS427C	Community Health Nursing Clinical (PL)	2
NURS433	Nurse Manager and Leader (PL)	2
NURS433C	Nurse Manager and Leader Clinical (PL)	3
NURS496	Senior Nursing Seminar	2

Complete the optional Medical Case Management Specialty (13 credits):

Medical Case Management Specialty [CMS]		(13 credits)
MCMG300	Case Management Fundamentals	3
MCMG312	Insurance, UR, and Discharge Planning	3
MCMG401	Case Management Documentation and Reporting	4
MCMG403	Case Management Special Populations	3

**Upon acceptance of a nursing seat, the following courses within the Nursing Pre-Licensure BSN program must be completed at Davenport University (BIOL110/110L, BIOL221/221L, BIOL222/222L, BIOL211/211L, BIOL312, CHEM150/150L). Credits for required biology courses will not be transferred after nursing seat acceptance.*

#A grade of C+ or better is required for successful completion of all BIOL and CHEM courses required in the nursing program.

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

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

LONG-TERM CARE POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 18 credits |

LT CARE PBC

The Long-Term Care Certificate program is designed for working professionals who have obtained a bachelor's degree in health service administration/management, health related or business degree and want to pursue a career as a licensed nursing home administrator. The certificate prepares students for leadership and administrative roles within the Long-Term Care health sector. The certificate provides the knowledge the graduate needs to be eligible to sit for the state Nursing Home Administrator Licensure Exam.

Preadmission requirements:

An earned bachelor's degree from an accredited college or university in Health Services Administration or related Health or Business degree, with a minimum CGPA 2.7, and Program Director Approval.

Major		12 credits
HSAD415	Long-Term Care Administration	3
HSAD423	Legal and Financial Aspects of Long-Term Care	3
HSAD430	Services and Clinical Aspects of Long-Term Care	3
PSYC270	Dimensions of Aging	3

Choose 6 credits from the following list based on decision sheet:

		6 credits
HLTH230	Health Care Law and Ethics	
HLTH320	Public Health Perspectives	
HLTH250	Health Care Reimbursement Management	
HLTH460	Health Promotion and Education	
PSYC303	Psychosocial Health Concerns	

MEDICAL CASE MANAGEMENT POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 20-22 credits |

MED CASE PBC

The Medical Case Management Certificate program is designed for working professionals who have obtained a bachelor's degree in a science, health, or human services related profession and want to pursue or advance their career as a case manager. The certificate will prepare students to work with interdisciplinary health teams through a collaborative process that assesses plans, implements, coordinates, monitors and evaluates options to meet clients' health and human service needs. Students who have a current, active, and unrestricted licensure or certification in a health or human services discipline that allows them to conduct an assessment independently may be qualified to take the Case Managers Certification Exam.

¹See "Guide to Electives" on page 122 for list of choices.

Preadmission requirements:

Successful completion of an undergraduate degree earned at an accredited college or university as well as successful completion of Anatomy & Physiology equivalent to BIOL115 and BIOL116. Student will need to complete BIOL116 or BIOL222/222L prior to beginning medical case management classes.

Major		20-22 credits
MCMG300	Case Management Fundamentals	3
MCMG312	Insurance, UR, and Discharge Planning	3
MCMG401	Case Management Documentation and Reporting	4
MCMG402	Disability Case Management	3
Choose 7-9 credits from the following:		
MCMG310	Community Services	3
MCMG311	Adjustment to Disability	3
MCMG403	Case Management Special Populations	3
MCMG495*	Case Management Practicum	4

***MCMG495 Case Management Practicum is required if students have not previously completed a supervised field experience in case management, health, or behavioral health in their baccalaureate degree program.*

HEALTH INFORMATION TECHNOLOGY (HIT)

Associate of Applied Science | 69 credits | HLT INFO AAS

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

Students successfully completing this CAHIIM-accredited program are eligible to take the Registered Health Information Technician (RHIT) exam offered by the American Health Information Management Association (AHIMA). Students desiring to go on to complete the BS in Health Information Management must successfully complete HINT297 and HINT297C prior to progressing into the BS major.

Foundations of Excellence 29 credits

ACES100	Achieving Career and Education Success	3
BIOL115	Anatomy and Physiology with Human Disease I	4
BIOL116	Anatomy and Physiology with Human Disease II	4
BIOL131	Introduction to Human Disease	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Health Professions 12 credits

CISP111	Requirements Planning and Development	3
HLTH101M	Introduction to Health Careers	0
HLTH211	Health Care Management	3
HLTH110	Medical Terminology	3
HLTH230	Health Care Law and Ethics	3

Major 28 credits

HINT110	Introduction to HIM	3
HINT201	Health Information Technology	3
HINT209	Quality and Performance Improvement in Health Care	3
HINT215	Applied Statistics for Health Information Management	1
HINT221	ICD Coding	4
HINT222	Procedural CPT/HCPCS Coding	3
HINT294	Advanced Coding Lecture	2
HINT294L	Advanced Coding Lab	2
HINT297	HIT Professional Practice Experience (Lecture)	2
HINT297C	HIT Professional Practice Experience (Clinical)	2
HLTH250	Health Care Reimbursement Management	3

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

MEDICAL ASSISTING

Associate of Applied Science | 60 credits | MEDA AAS

This program is accredited by the Commission on Accreditation of Allied Health Educational Programs at the Grand Rapids W.A. Lettinga Campus (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are prepared in the basics of patient care, basic laboratory practices and medical office procedures. In addition, the graduate will have developed their interpersonal communication skills and acquired a foundation in both psychology and diversity. The graduate is eligible to take the certification exam of the American Association of Medical Assistants (CMA) and/or the American Medical Technologist Exam (RMA).

Foundations of Excellence		29 credits
ACES100	Achieving Career and Education Success	3
BIOL115#	Anatomy and Physiology with Human Disease I	4
BIOL116#	Anatomy and Physiology with Human Disease II	4
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
PSYC101	Introductory Psychology	3
SOSC201	Diversity in Society	3

Foundations of Health Professions		9 credits
HLTH101M	Introduction to Health Careers	0
HLTH110	Medical Terminology	3
HLTH220	Pharmacology	3
HLTH230	Health Care Law and Ethics	3

Major		16 credits
HLTH250	Health Care Reimbursement Management	3
MEDA254+	Clinical Patient Care	3
MEDA255+	Clinical Laboratory Procedures	3
MEDA259	Medical Office Applications	3
MEDA290+	Medical Assisting Practicum	4

Open Electives ¹		6 credits
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Recommended Electives:

CHEM150**	Foundations in Chemistry
CHEM150L**	Foundations in Chemistry Lab
BIOL110**	Foundations in Cell Biology
BIOL110L**	Foundations in Cell Biology Lab
HINT110	Introduction to HIM
HINT201	Health Information Technology
HLTH210	Health Care Organizations and Systems
HLTH211	Health Care Management
HLTH320	Public Health Perspectives
PSYC127	Healthy Living
PSYC270	Dimensions of Aging
PSYC303**	Psychosocial Health Concerns

+These MEDA courses must be completed at Davenport University in order to be eligible to sit for the certification exams.

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

**Recommended electives for students wishing to pursue the Bachelor of Science in Nursing degree (BSN).

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

PRACTICAL NURSING

Diploma | 45 credits | NURS DIPL

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

Foundations of Excellence		17 credits
BIOL115*	Anatomy and Physiology with Human Disease I	4
BIOL116*	Anatomy and Physiology with Human Disease II	4
ENGL109	Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
PSYC101	Introductory Psychology	3

Foundations of Health Professions		0 credit
HLTH101M	Introduction to Health Careers	0

Major		28 credits
NURS101	Foundations of Nursing and Critical Thinking	3
NURS101C	Foundations of Nursing and Critical Thinking Clinical	2
NURS125	Pharmacology I	2
NURS126	Pharmacology II	2
NURS135	Nutrition in Nursing	2
NURS144	Nursing of Adults	4
NURS144C	Nursing of Adults Clinical	4
NURS165	Maternal and Child Nursing	2
NURS165C	Maternal and Child Nursing Clinical	1
NURS175	Geriatrics and Mental Health	3
NURS195	Practical Nurse Leader and Manager	3

Upon acceptance of a nursing seat, the following courses within the Practical Nurse Diploma program must be completed at Davenport University (BIOL115, BIOL116). Credits for required biology courses will not be transferred after nursing seat acceptance.

*A grade of C+ or better is required for successful completion of all BIOL courses. Students who may eventually wish to submit an application to the BSN Pre-Licensure program are strongly encouraged to complete BIOL221 3 credits, BIOL221L 1 credit, BIOL222 3 credits and BIOL222L 1 credit instead of BIOL115 and BIOL116. You will also be required to complete BIOL110 3 credits and BIOL110L 1 credit, which are the prerequisites to BIOL221/BIOL221L.

The Practical Nursing degree requirements must be met based on the catalog year of acceptance to the nursing program.

It is recommended that students take a Medical terminology class in preparation for acceptance to the Practical Nursing program.

¹See "Guide to Electives" on page 122 for list of choices.

UNDERGRADUATE STACKABLE CERTIFICATES

Davenport University's stackable certificates are designed as building blocks for our associate, bachelor and even master-level degrees programs. After finishing one of these certificates, you can seamlessly apply the credits earned to a certificate's subsequent degree programs — all while earning recognition that you can place on your resume immediately.

MEDICAL ASSISTING CERTIFICATE

Certificate | 33 credits | MEDASST CERT

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students are prepared in the basics of patient care, basic laboratory practices, and medical office procedures. Upon completion of course work and the practicum, students are eligible to take the certification exam of the American Association of Medical Assistants (CMA) and/or the American Medical Technologist Exam (RMA). The program follows the Commission on Accreditation of Allied Health Education Programs (CAAHEP) curriculum guidelines and the needs of communities of interest including a focus on soft skills.

Courses	30 credits
BIOL115#	Anatomy and Physiology with Human Disease I 4
BIOL116#	Anatomy and Physiology with Human Disease II 4
HLTH101M	Introduction to Health Careers 0
HLTH110	Medical Terminology 3
HLTH220	Pharmacology 3
HLTH230	Health Care Law and Ethics 3
MEDA254+	Clinical Patient Care 3
MEDA255+	Clinical Laboratory Procedures 3
MEDA259+	Medical Office Applications 3
MEDA290+	Medical Assisting Practicum 4

Open Electives¹ 3 credits

Recommended Electives:

BIOL110**	Foundations in Cell Biology
BIOL110L**	Foundations in Cell Biology Lab
CHEM150**	Foundations in Chemistry
CHEM150L**	Foundations in Chemistry Lab
HINT110	Introduction to HIM
PSYC101	Introductory Psychology
SOSC201	Diversity in Society

+These MEDA courses must be completed at Davenport University in order to be eligible to sit for the certification exams.

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

**Recommended electives for students wishing to pursue the Bachelor of Science in Nursing (BSN).

MEDICAL CODING AND BILLING CERTIFICATE

Certificate | 24 credits | MED BC CERT

The program prepares students to become skilled at entry-level coding throughout the health care industry with an emphasis on coding clinical information for reimbursement and research. Students will also be prepared for billing allowable reimbursement for medical services rendered. The Certificate provides a quick entry-level point into the health information career field as a biller or coder and students can choose to expand into CAHIIM accredited programs including the associate's, bachelor's or master's degree, advancing that pathway with Davenport University. This short-term certification leads directly to four health care industry credentials (AHIMA's CCA, CCS, and CCS-P or AAPC's CPC).

Courses	24 credits
BIOL115*	Anatomy and Physiology with Human Disease I 4
BIOL116*	Anatomy and Physiology with Human Disease II 4
BIOL131	Introduction to Human Disease 3
HINT221	ICD Coding 4
HINT222	Procedural CPT/HCPCS Coding 3
HLTH101M	Introduction to Health Careers 0
HLTH110	Medical Terminology 3
HLTH250	Health Care Reimbursement Management 3

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

COLLEGE OF TECHNOLOGY

Programs

BACHELOR OF SCIENCE

Computer Information Systems (BS)	120 credits
<i>Specialties: Database and Analytics, Programming, Secure Software Development, Web and Mobile Development</i>	
Computer Science (BS)	120 credits
<i>Specialties: Artificial Intelligence, Computer Theory and Algorithms, Gaming and Simulation</i>	
Cyber Defense (BS)	120 credits
<i>Specialties: Information Assurance, Health Care Information Assurance</i>	
Digital Forensics (BS)	120 credits
Network Management and Security (BS)	120 credits
<i>Specialties: Advanced Cisco Networking, Network Security, Server Administration</i>	
Technology Project Management (BS)	120 credits
<i>Specialties: Accounting Information Systems, Computer Information Systems, Health Information Management, Information Security, Networking, Professional Focused Technology</i>	

POST-BACCALAUREATE CERTIFICATE

Global Project Management Post-Baccalaureate Certificate	18 credits
Programming Post-Baccalaureate Certificate	18 credits

ASSOCIATE OF APPLIED SCIENCE

Computer Information Systems (AAS)	60 credits
Cyber Defense (AAS)	60-61 credits
Networking Technology (AAS)	60 credits

UNDERGRADUATE STACKABLE CERTIFICATE

Computer Information Systems Certificate	18 credits
Cyber Defense Certificate	24 credits
Networking Technology Certificate	21 credits

COMPUTER INFORMATION SYSTEMS

Bachelor of Science | 120 credits | CINFO SYS BS

The Computer Information Systems program is designed to educate students in a broad range of computer technology skills. Students will learn to work with leaders from functional areas to analyze information requirements and determine ways in which computer systems can meet those needs. Students will choose from four dynamic specialties: Database and Analytics, Programming, Secure Software Development, or Web and Mobile Development.

Foundations of Excellence 34-35 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH150	Pre-Calculus	4
MATH140	Finite Mathematics (3 cr) or	
MATH215	Calculus I (4 cr)	3-4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT220	Introduction to Statistics	3

Foundations of Business 9-10 credits

ACCT200	Accounting Basics for Managers <i>recommended or</i>	
ACCT201	Accounting Foundations I	3-4
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3

Foundations of Computer Information Systems 21 credits

CISP111	Requirements Planning and Development	3
CISP247	Database Design	3
DATA275	Introduction to Data Analytics	3
MATH250	Discrete Structures	3
CSCI231	Introduction to Programming	3
GPMT287	Principles of Project Management	3

Choose one of the following: 3

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

Major 45 credits

CISP211	E-Business Technologies	3
CISP220	Web Page Applications	3
CISP238	Server Side Scripting I	3
CISP309	Database Systems	3
CISP340	Mobile Application Development I	3
CSCI312	Data Structures and Algorithms	3
CSCI342	Advanced Object-Oriented Programming	3
CISP401	Systems Analysis and Design	3
CISP490*	Computer Information Systems Internship or	
TECH489*	Field Experience in Technology	3
TECH497	College of Technology Capstone	3

Choose one of the following specialty areas:

Database and Analytics Specialty [DBAS] (15 credits)

CISP446	Data Warehousing	3
CSCI280	Artificial Intelligence	3
CSCI325	Deep Learning	3
CSCI420	Parallel and Distributed Systems	3
STAT322	Inferential Statistics	3

Programming Specialty [CTPR] (15 credits)

CISP410	Systems Integration	3
CSCI420	Parallel and Distributed Systems	3
CSCI430	Operating Systems	3

Choose two (6 credits) of the following not completed in Foundations: 6

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

Secure Software Development Specialty [SSDS] (15 credits)

CSCI260	Software Engineering	3
CSCI360	Secure Software Analysis and Design	3
CSCI460	Secure Software Evaluation and Testing	3
IAAS221	Security Foundations	3
IAAS482	Vulnerability Assessment	3

Web and Mobile Development Specialty [WMDS] (15 credits)

BITS301	Image Editing Applications	3
CISP303	Web Development	3
CISP310	Server Side Scripting II	3
CISP316	Web Design	3
CISP341	Mobile Application Development II	3

Open Electives¹ 9-11 credits

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

COMPUTER SCIENCE

Bachelor of Science | 120 credits | COMP SCIE BS

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

Foundations of Excellence 50 credits

ACES100	Achieving Career and Education Success (if exempt) Open Electives ¹	3
BUSN210	Professional Ethics	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3

MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH150	Pre-Calculus	4
MATH205**	Applied Linear Algebra	4
MATH215**	Calculus I	4
MATH350**	Differential Equations with Modeling	4
PHYS100	Applied Physics	2
PHYS100L	Applied Physics Lab	1
PHYS210	Fundamentals of Physics I	3
PHYS210L	Fundamentals of Physics I Lab	1
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3

Foundations of Computer Science 18 credits

CISP111	Requirements Planning and Development	3
CISP247	Database Design	3
CSCI231	Introduction to Programming	3
CSCI234	Object-Oriented Programming with C#	3
MATH250**	Discrete Structures	3
NETW220	Data Communications and Networks	3

Major 51 credits

CSCI222	Biometrics Fundamentals	3
CSCI258	Introduction to Game Design	3
CSCI260	Software Engineering	3
CSCI268	Assembly Language and Computer Architecture	3
CSCI280	Artificial Intelligence	3
CSCI312	Data Structures and Algorithms	3
CSCI380	Computer Vision	3
CSCI420	Parallel and Distributed Systems	3
CSCI430	Operating Systems	3
CSCI436	Concepts of Programming Languages	3
IAAS221	Security Foundations	3
CSCI490*	Computer Science Internship or	
TECH489*	Field Experience in Technology	3
CSCI497	Computer Science Capstone	3

Choose one of the following specialty areas:

Artificial Intelligence Specialty [ARIS] (12 credits)

CSCI325	Deep Learning	3
CSCI385	Special Topics - Advances in Biometrics	3
CSCI410	Pattern Recognition	3
CSCI445	Design and Analysis of Algorithms	3

Computer Theory and Algorithms Specialty [CTAS] (12 credits)

CSCI325	Deep Learning	3
CSCI440	Introduction to Modeling and Simulation	3
CSCI445	Design and Analysis of Algorithms	3
CSCI472	Automata Theory and Compiler Design	3

Gaming and Simulations Specialty [GMSS] (12 credits)

CSCI335	2D Game Development	3
CSCI370	3D Game Development	3
CSCI440	Introduction to Modeling and Simulation	3
CSCI448	Collaborative Game Development	3

Open Electives** 1 credit

Recommended Electives if interested in Education and Teaching:

SOSC238	Risk and Resilience in the Family	3
UEDU191	Tutoring in Urban Schools	1-6
UEDU192	Teacher Assistance	1-6
UEDU330	Multicultural Teaching Practices	3

**Consider adding the Mathematics Minor [MTHM] with this program. (23 credits)

MATH205	Required in Foundations	
MATH215	Required in Foundations	
MATH216	Calculus II	4
MATH250	Required in Foundations	
MATH317	Calculus III	4
MATH350	Required in Foundations	

*Either CSCI490 or TECH489 must be completed unless the experiential learning component is satisfied. An upper level technology substitution must be chosen if the experiential component is completed within a required course in the major.

CYBER DEFENSE

Bachelor of Science | 120 credits | CYBER DEF BS

The Bachelor of Science degree in Cyber Defense provides the proactive and reactive knowledge and skills that encompass security in the technological environment. Students will learn to ensure appropriate treatment of risk, compliance, and assurance from internal and external perspectives. With an emphasis on how to best protect an organization's information assets, topics will be covered from both the business and technology perspectives. Students will have a choice between two specialties: Information Assurance or Health Care Information Assurance.

Foundations of Excellence 33-34 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH135	College Algebra or	
MATH150	Pre-Calculus or	
MATH215**	Calculus I	3-4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT220	Introduction to Statistics Science Elective ¹	3

Foundations of Business 9-10 credits

ACCT200	Accounting Basics for Managers or	
ACCT201	Accounting Foundations I	3-4
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3

Foundations of Cyber Defense 15 credits

BITS211	Microcomputer Applications: Spreadsheet	3
CISP247	Database Design	3
GPMT287	Principles of Project Management	3
IAAS221	Security Foundations	3
NETW101	PC Operating Systems	3

Major 45 credits

CISP253	Python Scripting	3
IAAS256	Windows Digital Forensics	3
IAAS481	Information Security and Assurance	3

¹See "Guide to Electives" on page 122 for list of choices.

IAAS492	Legal/Ethical Issues in Information Assurance	3
NETW141	MS Client and Server OS	3
NETW151	Cisco Networking Fundamentals or	
NETW220	Data Communications and Networks	3
NETW217	UNIX Operating System	3
NETW235	UNIX/Linux Server Administration	3
NETW241	MS Implement Network Infrastructure	3
IAAS490*	Information Assurance and Security Internship or	
TECH489*	Field Experience in Technology	3
TECH497	College of Technology Capstone	3

Choose one of the following specialty areas:

Information Assurance Specialty [IASP] (12 credits)

IAAS245	Disaster Recovery	3
IAAS332	Authentication and Audits	3
IAAS491	Cryptography	3
NETW325	Wireless Networking and Security	3

Health Care Information Assurance Specialty [HIAS] (12 credits)

HLTH210	Health Care Organizations and Systems	3
HINT340	Privacy, Security, and Training in Health Information Management	3
HINT350	Clinical Information Systems	3
HINT400	Management Information Systems	3

Open Electives** 16-18 credits

**Consider adding the Mathematics Minor [MTHM] with this program.

(23 credits)

MATH205	Applied Linear Algebra	4
MATH215	Required in Foundations	
MATH216	Calculus II	4
MATH250	Discrete Structures	3
MATH317	Calculus III	4
MATH350	Differential Equations with Modeling	4

*Either IAAS490 or TECH489 must be completed unless the experiential learning component is satisfied. An upper level technology substitution must be chosen if the experiential component is completed within a required course in the major.

DIGITAL FORENSICS

Bachelor of Science | 120 credits | DIGT FOR BS

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

Foundations of Excellence 33-34 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3

MATH135	College Algebra or	
MATH150	Pre-Calculus or	
MATH215	Calculus I	3-4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT220	Introduction to Statistics	3
	Science Elective ¹	3

Foundations of Business 9-10 credits

ACCT200	Accounting Basics for Managers or	
ACCT201	Accounting Foundations I	3-4
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3

Foundations of Digital Forensics 21 credits

BITS211	Microcomputer Applications: Spreadsheet	3
CISP247	Database Design	3
GPMT287	Principles of Project Management	3
IAAS221	Security Foundations	3
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3
NETW217	UNIX Operating System	3

Major 45 credits

CISP253	Python Scripting	3
IAAS256	Windows Digital Forensics	3
IAAS345	Linux/MAC Forensics	3
IAAS355	Network Forensics	3
IAAS370	Mobile Device Forensics	3
IAAS375	File Systems/Operating Systems/Data Recovery	3
IAAS420	Reverse Engineering Malware	3
IAAS450	Advanced Topics in Digital Forensics	3
IAAS460	Digital Forensics Analysis and Report Writing EL	3
IAAS487	Internet/Email/Electronic Discovery	3
LEGL300	Evidence and Criminal Procedures	3
NETW151	Cisco Networking Fundamentals or	
NETW220	Data Communications and Networks	3
NETW201	PC Maintenance and Management	3
NETW235	UNIX/Linux Server Administration	3
TECH497	College of Technology Capstone	3

Open Electives¹ 10-12 credits

Recommended Electives:

IAAS490	Information Assurance and Security Internship
MATH140	Finite Mathematics
STAT322	Inferential Statistics

NETWORK MANAGEMENT AND SECURITY

Bachelor of Science | 120 credits | NETMGTSSEC BS

The Network Management and Security program will prepare the graduate with the technical knowledge and skills that are required to design, install, administer, maintain, and secure network systems and computers. Students will learn to evaluate user needs, purchase and install hardware and software, design and administer networks, and implement security best practices. Hands-on coursework will provide more advanced networking and security skills in a variety of hardware and software environments. The courses in this program will cover topics directly related to the objectives of certification exams from

Microsoft, Cisco, EC Council and CompTIA. Students will choose from three specialties: Advanced Cisco Networking, Network Security, or Server Administration.

Foundations of Excellence 33-34 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH135	College Algebra or	
MATH150	Pre-Calculus or	
MATH215**	Calculus I	3-4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT220	Introduction to Statistics Science Elective ¹	3

Foundations of Business 9-10 credits

ACCT200	Accounting Basics for Managers <i>recommended or</i>	
ACCT201	Accounting Foundations I	3-4
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3

Foundations of Networking 18 credits

BITS211	Microcomputer Applications: Spreadsheet	3
GPMT287	Principles of Project Management	3
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3
NETW201	PC Maintenance and Management	3
NETW217	UNIX Operating System	3

Major 48 credits

IAAS224	Implementing Network Security	3
IAAS240	Cisco Cyber Operations	3
IAAS245	Disaster Recovery	3
NETW151	Cisco Networking Fundamentals	3
NETW152	Cisco Routing and Switching	3
NETW241	MS Implement Network Infrastructure	3
NETW251	Cisco Enterprise Networking	3
NETW253	Cisco Network Programmability	3
NETW325	Wireless Networking and Security or	
NETW326	IP Telephony	3
NETW440	Network Design and Management	3
NETW490*	Networking Internship or	
TECH489*	Field Experience in Technology	3
TECH497	College of Technology Capstone	3

Choose one of the following specialty areas:

Advanced Cisco Networking Specialty [ACNS] (12 credits)

NETW311	Cisco Enterprise Core Network	4
NETW312	Cisco Network Security	4
NETW412	Cisco Networking Troubleshooting	4

Network Security Specialty [NWSS] (12 credits)

IAAS321	Securing the Infrastructure	3
IAAS322	Network Defense/Countermeasure	3
IAAS481	Information Security and Assurance	3
IAAS482	Vulnerability Assessment	3

Server Administration Specialty [SADS] (12 credits)

NETW235	UNIX/Linux Server Administration	3
NETW243	MS Administer SQL Server	3
NETW341	MS Plan and Implement Active Directory	3
NETW435	Virtualization	3

Open Electives** 10-12 credits

**Consider adding the Mathematics Minor [MTHM] with this program.

(23 credits)

MATH205	Applied Linear Algebra	4
MATH215	<i>Required in Foundations</i>	
MATH216	Calculus II	4
MATH250	Discrete Structures	3
MATH317	Calculus III	4
MATH350	Differential Equations with Modeling	4

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

TECHNOLOGY PROJECT MANAGEMENT

Bachelor of Science | 120 credits | TECHMPROJ BS

This Technology Project Management program is designed to prepare students for various management positions within the technology field. Course work integrates accounting, finance, production, computer networking, and CIS with in-depth project management practices. Industries examined include IT, health care, construction, manufacturing, service, and government. Students have the option of refining their focus by selecting specialty concentration options in Networking, Computer Information Systems (CIS), Information Security, Health Information Management, and Accounting Information Systems or creating an individualized specialty.

Foundations of Excellence 33-35 credits

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH135	College Algebra or	
MATH150	Pre-Calculus	3-4
SOSC201	Diversity in Society	3
SOSC301	Globalization and World Diversity	3
STAT220	Introduction to Statistics	3

Choose one of the following: 3-4

MATH140	Finite Mathematics (3 cr)	
MATH215	Calculus I (4 cr)	
STAT322	Inferential Statistics (3 cr)	

Foundations of Business 13 credits

ACCT201	Accounting Foundations I	4
BUSN210	Professional Ethics	3
LEGL210	Business Law Foundations	3
MGMT211	Management Foundations	3

¹See "Guide to Electives" on page 122 for list of choices.

Foundations of Technology		15 credits
BITS211	Microcomputer Applications: Spreadsheet	3
CISP111	Requirements Planning and Development	3
DATA275	Introduction to Data Analytics	3
GPMT287	Principles of Project Management	3
IAAS221	Security Foundations	3

Major		42-44 credits
GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3
GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management	3
GPMT490	Project Management Internship	3
MGMT375	Leadership Discovery	3
TECH497	College of Technology Capstone	3

Choose one of the following: 3

Foreign Language Elective (3 cr)

BUSN225	International Business (3 cr)
GPMT290	Project Management Internship (1, 2, or 3 cr)
GPMT499	Certified Project Management Professional (PMP®) Preparation
SABR381	Study Abroad Experience (3 cr)

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

Accounting Information Systems Specialty [AISS]		(20 credits)
ACCT202	Accounting Foundations II	4
ACCT213	Cost Accounting	3
ACCT220	Accounting Information Technology	3
ACCT301	Intermediate Accounting I	4
ACCT350	Accounting Information Systems	3
FINC211	Corporate Finance	3

Computer Information Systems Specialty [CISS]		(18 credits)
CISP211	E-Business Technologies	3
CISP247	Database Design	3
CISP401	Systems Analysis and Design	3
CSCI231	Introduction to Programming	3
MATH250	Discrete Structures	3

Choose one of the following: 3

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

Health Information Management Specialty [HIMS]		(18 credits)
HINT110	Introduction to HIM	3
HINT201	Health Information Technology	3
HLTH210	Health Care Organizations and Systems	3
HLTH250	Health Care Reimbursement Management	3
HINT350	Clinical Information Systems	3
HINT400	Management Information Systems	3
INTD101	Site Requested Internship Preparation	0

Information Security Specialty [ISS]		(18 credits)
CISP247	Database Design	3
IAAS245	Disaster Recovery	3
IAAS256	Windows Digital Forensics	3
IAAS332	Authentication and Audits	3
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3

Networking Specialty [NTS]		(18 credits)
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3
NETW151	Cisco Networking Fundamentals or	
NETW220	Data Communications and Networks	3
NETW217	UNIX Operating System	3
NETW152	Cisco Routing and Switching or	
NETW235	UNIX/Linux Server Administration or	
NETW241	MS Implement Network Infrastructure	3
NETW325	Wireless Networking and Security	3

Professional Focused Technical Specialty [FTS] (18 credits)

Students in the BS Technology Project Management will have the option of selecting the Professional Focused Technical Specialty. The successful graduate will complete 18 credits in a focused technical area. The 18 credits must be approved by the program specific Department Chair and/or the Associate Dean prior to beginning any courses applicable to the Professional Focused Technical Specialty.

Open Electives¹ 13-17 credits

NOTE: PMP®, PgMP®, CAPM®, PMI-SP®, PMI-RMP®, and PMI-ACP® are registered marks of the Project Management Institute, Inc.

GLOBAL PROJECT MANAGEMENT POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 18 credits minimum | GPROJ MG PBC

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

Preadmission Requirements:

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

Prerequisites:

The following prerequisite courses are required and must be completed before taking the major courses for the Global Project Management Certificate:

- BITS211 Microcomputer Applications: Spreadsheet (3 cr)
- MGMT211 Management Foundations (3 cr)
- STAT220 Introduction to Statistics (3 cr)

Major		18-27 credits
GPMT287	Principles of Project Management	3
GPMT385	Project Scheduling with Agile	3
GPMT400	Project Financial/Risk Analysis	3

GPMT410	Global Sourcing for Projects	3
GPMT446	Project Quality Management	3
GPMT490	Project Management Internship or	
GPMT499	Certified Project Management Professional (PMP®) Preparation	3

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

NOTE: PMP®, PgMP®, CAPM®, PMI-SP®, PMI-RMP®, and PMI-ACP® are registered marks of the Project Management Institute, Inc.

PROGRAMMING POST-BACCALAUREATE CERTIFICATE

Post-Baccalaureate Certificate | 18 credits minimum | PROGRAM PBC

This post bachelor certificate allows those students who completed an unrelated degree to develop the skills needed to transition into a programming degree path. Students completing this certificate can use it to secure employment in the field of programming and can also apply it to the completion of a full bachelors in Computer Information Systems or Technology Project Management degree.

Preadmission Requirements:

- An undergraduate degree and
- Successful completion of foundations of information systems or requirement planning course work. Competency exams or CLEP exams are an option for the requirement.

Major		18 credits
CISP247	Database Design	3
CSCI231	Introduction to Programming	3
CSCI232	Object-Oriented Programming with C++ or	
CSCI239	Object-Oriented Programming with Java	3
CSCI312	Data Structures and Algorithms	3
CSCI342	Advanced Object-Oriented Programming	3
GPMT287	Principles of Project Management	3

Students completing the BS Computer Information Systems with the Programming Specialty are not eligible for this additional certification.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science | 60 credits minimum |

CMP INFO AAS

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

Foundations of Excellence		22 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3

ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH150	Pre-Calculus	4
SOSC201	Diversity in Society	3

Foundations of Business		6 credits
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3

Foundations of Technology		15 credits
CISP111	Requirements Planning and Development	3
CISP220	Web Page Applications	3
MATH250	Discrete Structures	3
CSCI231	Introduction to Programming	3

Choose one of the following:		3
CSCI232	Object-Oriented Programming with C++	
CSCI234	Object-Oriented Programming with C#	
CSCI239	Object-Oriented Programming with Java	

Major		17 credits
CISP211	E-Business Technologies	3
CISP238	Server Side Scripting I	3
CISP247	Database Design	3
CISP253	Python Scripting	3
GPMT287	Principles of Project Management	3
	Technology Elective ¹	2

CYBER DEFENSE

Associate of Applied Science | 60 credits |

CYBR DEF AAS

The Cyber Defense curriculum is designed to provide students with the technical knowledge, skills, strategies, and experience required to function in a team environment that is responsible for managing an organization's cybersecurity infrastructure. Students will investigate computer operating systems, data communications and networking, project management, digital forensics techniques, and disaster recovery.

Foundations of Excellence		18 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
SOSC201	Diversity in Society	3

Foundations of Business		3 credits
BUSN210	Professional Ethics	3

Foundations of Technology		15 credits
BITS211	Microcomputer Applications: Spreadsheet	3
CISP247	Database Design	3
GPMT287	Principles of Project Management	3
IAAS221	Security Foundations	3
NETW101	PC Operating Systems	3

¹See "Guide to Electives" on page 122 for list of choices.

Major		21 credits
CISP253	Python Scripting	3
IAAS245	Disaster Recovery	3
IAAS256	Windows Digital Forensics	3
NETW141	MS Client and Server OS	3
NETW151	Cisco Networking Fundamentals or	
NETW220	Data Communications and Networks	3
NETW217	UNIX Operating System	3
NETW235	UNIX/Linux Server Administration or	
NETW241	MS Implement Network Infrastructure	3
Open Electives¹		3 credits

NETWORKING TECHNOLOGY

Associate of Applied Science | 60-61 credits | NETWTECH AAS

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

Foundations of Excellence		21-22 credits
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
MATH135	College Algebra or	
MATH150	Pre-Calculus	3-4
SOSC201	Diversity in Society	3
Foundations of Business		6 credits
BUSN210	Professional Ethics	3
MGMT211	Management Foundations	3
Foundations of Technology		6 credits
BITS211	Microcomputer Applications: Spreadsheet	3
GPMT287	Principles of Project Management	3
Major		27 credits
IAAS224	Implementing Network Security	3
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3
NETW151	Cisco Networking Fundamentals	3
NETW152	Cisco Routing and Switching	3
NETW201	PC Maintenance and Management	3
NETW217	UNIX Operating System	3
NETW235	UNIX/Linux Server Administration	3
NETW241	MS Implement Network Infrastructure	3

UNDERGRADUATE STACKABLE CERTIFICATES

Davenport University's stackable certificates are designed as building blocks for our associate, bachelor and even master-level degree programs. After finishing one of these certificates, you can seamlessly apply the credits you earned to a certificate's subsequent degree programs — all while earning recognition that you can place on your resume immediately.

COMPUTER INFORMATION SYSTEMS CERTIFICATE

Certificate | 18 credits | CMPINFO CERT

The certificate in Computer Information Systems is designed to instruct individuals how to develop programs using object-oriented techniques. Students will learn the fundamentals of security, object-oriented programming, database management systems, and operating systems for use in supporting business objectives. Completion of this certificate will prepare graduates for industry certifications such as Programming in C# 70-483, Programming in HTML with JavaScript 70-480, and as an Oracle Certified Java SE7 Programmer.

Courses		
ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
CSCI231	Introduction to Programming	3
CSCI234	Object-Oriented Programming with C#	3
CSCI232	Object-Oriented Programming with C++ or	
CSCI239	Object-Oriented Programming with Java	3
CISP220	Web Page Applications	3
CISP253	Python Scripting	3

CYBER DEFENSE CERTIFICATE

Certificate | 24 credits | CYBRDEF CERT

The Cyber Defense certificate is designed to provide students with the skills, knowledge, and strategies required to monitor and administer cyber defense applications and systems within an organization's cybersecurity infrastructure. Students will investigate computer operating systems, data communications and networking and digital forensics techniques.

Courses		
CISP247	Database Design	3
CISP253	Python Scripting	3
IAAS221	Security Foundations	3
IAAS256	Windows Digital Forensics	3
MATH120	College Mathematics or	
MATH125	Intermediate Algebra	3
NETW101	PC Operating Systems	3
NETW151	Cisco Networking Fundamentals or	
NETW220	Data Communications and Networks	3
NETW217	UNIX Operating System	3

NETWORKING TECHNOLOGY CERTIFICATE

Certificate | 21 credits | NETWTEC CERT

The certificate in Networking Technology is designed to prepare individuals to provide plan end-user support, application management, support ticket triage, and remote user support capabilities. Students will acquire the technical knowledge, skills, and strategies required to install, administer, and maintain computers and network systems. The courses in this program will cover topics directly related to the objectives of the following certification exams: CompTIA A+, CompTIA Server+, LPIC-1 Linux Administrator, as well as those of a LPIC-2 Linux Engineer.

Courses

ACES100	Achieving Career and Education Success or (if exempt) Open Electives ¹	3
CISP253	Python Scripting	3
NETW101	PC Operating Systems	3
NETW141	MS Client and Server OS	3
NETW201	PC Maintenance and Management	3
NETW217	UNIX Operating System	3
NETW235	UNIX/Linux Server Administration	3

¹See "Guide to Electives" on page 122 for list of choices.

Notes

ACADEMIC LEADERSHIP

PROVOST

Gilda G. Gely, Ph.D.

Executive Vice President for Academics
and Provost

Ph.D. University of Illinois at
Urbana-Champaign

M.A. Middlebury College

B.A. Kansas State University

VICE PROVOST

Irene Bembenista, D.M., CPA

Vice Provost for Assessment and
Graduate Studies

D.M. University of Phoenix

M.M.S., B.A. Purdue University

ASSISTANT VICE PROVOST

Wayne Sneath, Ph.D.

Assistant Vice Provost

Ph.D. Bowling Green State University

M.A. Miami University

B.A. St. John Fisher College

DEANS

Karen Daley, Ph.D., R.N.

Dean, College of Health Professions

Ph.D. Rutgers, the State University of
New Jersey

M.S.N. Troy State University

B.S.N. Villanova University

Susan Gunn, Ph.D.

Dean, College of Urban Education

Ph.D. University of Michigan

B.S. University of Michigan

Amy Mansfield, Ph.D.

Dean, Donald W. Maine College of

Business and College of Technology

Ph.D. Western Michigan University

M.A. Western Michigan University

B.S. Ferris State University

Brian Miller

Dean, Global Campus and Academic

Systems Operations

M.B.A. Davenport University

B.A. Kalamazoo College

Gerald G. Nyambane, Ph.D.

Interim Dean, College of Arts and

Sciences

Program Director - Master of Science
in Data Analytics

Ph.D. Michigan State University

M.S. Michigan State University

B.Sc. Egerton University, Kenya

COLLEGES AND FACULTY

Faculty Emeriti

Davenport University values the continuing academic and intellectual engagement of its emeritus faculty. Having emeritus status recognizes faculty who wish to continue contributing to their academic disciplines, resulting in continued benefits to the University and the community.

Jack D. Cichy, Ph.D., C.M.

Professor of Management and Sustainability, Emeritus (2020)
Ph.D. Michigan State University
Ed.S., M.A., B.S. Central Michigan University

Barbara Craft, J.D.

Professor of Legal Studies, Emeritus (2019)
J.D. Thomas M. Cooley Law School
B.A. Western Michigan University

Ronald Draayer, ABCP

Professor of Networking, Security, Information Assurance, Emeritus (2018)
M.S. Ferris State University
M.M. Aquinas College
B.A. Calvin College

Frank Novakowski, Ph.D.

Professor of Business, Emeritus (2018)
Ph.D. Capella University
M.B.A. University of Phoenix
M.Ed. University of Maryland
B.S. Virginia Military Institute

Therese Tomaszek, Ph.D.

Professor of Humanities and Social Sciences, Emeritus (2018)
Ph.D. Florida State University
M.A. Michigan State University
B.A. Aquinas College

College of Arts and Sciences

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

DEAN

Gerald G. Nyambane, Ph.D.

Interim Dean, College of Arts and Sciences
Program Director - Master of Science in Data Analytics
Ph.D. Michigan State University
M.S. Michigan State University
B.Sc. Egerton University, Kenya

DEPARTMENT CHAIRS

Anne Cramer, Ph.D.

Department Chair - Humanities and Social Sciences
Ph.D. Wayne State University
M.A. Eastern Michigan University
B.A. Oakland University

Charmayne Mulligan, Ph.D.

Department Chair - English and Communications
Ph.D. Western Michigan University
M.A. East Tennessee State University
B.A. Florida Atlantic University

Timothy Pennings, Ph.D.

Department Chair - Mathematics
Ph.D. Iowa State University
M.S., B.S. University of North Dakota

Sharon Sutliff, D.C.

Department Chair - Science
D.C. Sherman College of Chiropractic
B.A. Virginia Commonwealth University

ASSOCIATE DEPARTMENT CHAIRS

Stephen Bacinski

Associate Department Chair - Mathematics
W.A. Lettinga Campus
M.S. Western Michigan University
B.S. Grand Valley State University

David Gillespie, Ph.D.

Associate Department Chair - Humanities and Social Sciences
Ph.D. Wayne State University
M.A. Central Michigan University
B.A. Michigan State University

Kathleen Gromilovitz, Ed.D.

Associate Department Chair - Mathematics and Sciences
Global Campus
Ed.D. Walden University
M.E.A. Virginia Tech University
B.S. Penn State University

Melissa Haswell, Ph.D.

Associate Department Chair - Science
Great Lakes Bay and Lansing Campuses
Campus Associate Department Chair - Great Lakes Bay Campus
Ph.D. Central Michigan University
M.S., M.A. Central Michigan University
B.S. Alma College

Nora King

Associate Department Chair - English and Communications
Global Campus
M.A. DePaul University
B.A. Michigan State University

Gina Mezzano-Ostien

Associate Department Chair - English
and Communications
W.A. Lettinga, Holland, Kalamazoo,
and Traverse City Campuses
M.A. Central Michigan University
B.A. Saginaw Valley State University

Daniel Palmatier, Pharm.D.

Associate Department Chair - Science
W.A. Lettinga, Holland, and Kalamazoo
Campuses
Pharm.D. Ferris State University
B.S. Western Michigan University

Shubhada Sagdeo

Associate Department Chair -
Mathematics
Detroit, Great Lakes Bay, Holland,
Kalamazoo, Lansing, and Warren
Campuses
Campus Associate Department Chair -
Holland and Kalamazoo Campuses
M.S., B.S. Institute of Science, Nagpur,
India

Robert Shubitowski

Associate Department Chair -
Humanities and Social Sciences
Global Campus
M.A., B.S. Western Michigan University

FACULTY**Kristyne Baumgarten, Ph.D.**

Science Lab Coordinator
Ph.D. Capella University
M.S. Western Michigan University
B.S. Michigan State University

Karen Clark, D.C.

Science
D.C. National College of Chiropractic
B.S. National College of Chiropractic
B.S. Michigan Technological University

Colleen Coughlin, Ph.D., J.D.

Social Sciences and Humanities
Ph.D. Bowling Green State University
J.D. Indiana University School of Law
M.S. Minnesota State University
B.A. Wells College

Suzanne Gut

English and Communications
M.S. Nova Southeastern University
B.A. Valparaiso University

Chris Hamstra, Ph.D.

English and Communications
Ph.D. Regents University
M.A. Western Michigan University
B.A. Calvin College

Jodi Hicks, Ph.D.

Director Student Transitions and
Academic Readiness
Ph.D. Capella University
M.A. Western Michigan University
B.A. Hope College

Saleela Hollingsworth, Ph.D.

Science
Ph.D. University of the West Indies
B.S. Womens Christian College, India

Alexander Israel, Ph.D.

Mathematics
Ph.D. Russian Academy of Sciences
M.S. Turkmen State University

Ahlam Kader

Science Lab Coordinator
M.S., B.S. Grand Valley State University

Joe LaMontagne

Mathematics
M.Ed. University of Missouri-Columbia
B.S. Northern Michigan University

Melissa Lewis

English and Communications
M.F.A. New England College
B.A. Albion College

Diane Salinas

Mathematics
M.S. Western Michigan University
B.S. Michigan Technological University

Amy Scheerhorn

Mathematics
M.S. Grand Valley State University
B.S. Lake Superior State University

Neil Shepard, Ph.D.

Humanities and Social Sciences
Ph.D. Bowling Green State University
M.A. California State
University-Fullerton
B.A. University of Maryland-Baltimore
County

Wayne Sneath, Ph.D.

English and Social Sciences
Assistant Vice Provost
Ph.D. Bowling Green State University
M.A. Miami University
B.A. St. John Fisher College

Tamara Stachowicz, Ph.D.

Humanities and Social Sciences
Co-Director Center for Teaching
Excellence (CTE)
Ph.D. Antioch University
M.A. Antioch University

Lee D. Witt, Ph.D.

Mathematics
Ph.D. Western Michigan University
M.S., B.S. Western Michigan University

DISTINGUISHED ADJUNCTS**Glen Brasseur, D.C.M.**

D.C. Parker College of Chiropractic

Michael Brooks

M.F.A. Pacific Northwest College of Art

Samuel Drake

M.S. Michigan State University
B.S. Cleveland State University

Donald W. Maine College of Business

The purpose of the Donald W. Maine College of Business is to provide Davenport University students with the foundations of ethical business and legal theory needed for successful navigation in today's global, diversified marketplace. The objective for those students pursuing business and legal majors is to integrate these foundations, along with the practical applications of their specialized fields of study needed for professional excellence and certifications.

DEAN

Amy Mansfield, Ph.D.

Dean, Donald W. Maine College of Business and College of Technology
Ph.D. Western Michigan University
M.A. Western Michigan University
B.S. Ferris State University

ASSOCIATE DEANS

Jennifer Byron

Associate Dean Global Campus - Business and Technology
M.B.A. Grand Valley State University
B.A. Alma College

Michael Carey, Ph.D., C.M.

Associate Dean, Donald W. Maine College of Business
Director of Graduate Programs, Donald W. Maine College of Business
Ph.D. Northcentral University
M.B.A. Western Michigan University
B.S.B.A. Aquinas College

DEPARTMENT CHAIRS

Misty Davis, J.D.

Department Chair - Human Resource Management and Legal Studies
J.D. Thomas M. Cooley Law School
B.A. Michigan State University

Linda Goulet, D.B.A.

Department Chair - Marketing
D.B.A. Walden University
M.B.A., B.B.A. Western Michigan University

Grant Lee, D.B.A.

Department Chair - Accounting and Finance
D.B.A. Walden University
M.A. Case Western Reserve University
B.A. Bethany College

Todd Terry, Ph.D.

Department Chair - Business and Management
Ph.D. Regent University
M.B.A. University of Phoenix
B.B.A. Ferris State University

ASSOCIATE DEPARTMENT CHAIRS

Greg Foster

Associate Department Chair - Management
W.A. Lettinga Campus
M.B.A., B.B.A. Davenport University

Rachael Hayes

Associate Department Chair - Marketing and Legal Studies
Global Campus
M.B.A. Michigan State University
B.S. Brigham Young University

Brian Moore

Associate Department Chair - Accounting and Finance
Warren Campus
M.S.F. Walsh College
B.B.A. Western Michigan University

Steve Prawdzik

Associate Department Chair - Marketing, Industrial Production Management, and Sport Management
W.A. Lettinga Campus
M.B.A., B.B.A. Western Michigan University

Dale Prondzinski, D.B.A.

Associate Department Chair - Accounting and Finance
Global Campus
D.B.A. Nova Southeastern University
M.B.A. University of Pennsylvania
M.A. Pepperdine University
B.S.Ed. University of North Dakota

Tamara Vandenberg, CMA

Associate Department Chair - Accounting and Finance
W.A. Lettinga, Holland, Kalamazoo, and Traverse City Campuses
M.B.A. Davenport University
B.A. Hope College

James Young, Ph.D.

Associate Department Chair - Human Resource Management and Sport Management
Global Campus
Ph.D. Capella University
M.A. Central Michigan University
B.S. Siena Heights University

FACULTY

Gail Emmitt, CPA

Accounting
M.S. Walsh College
B.A. Michigan State University

James Gort, Ph.D.

Business and Management
Ph.D. North Central University
M.M. Aquinas College
B.S. Calvin College

Scott Gumieny

Accounting

M.B.A., B.B.A. Davenport University

Anna Hickman, CPA

Accounting

M.Acc., B.B.A. University of Michigan

Debra Kiss, J.D., CMA, CPA, CIA, CFE

Accounting and Finance

J.D. Thomas M. Cooley Law School

M.B.A. Grand Valley State University

B.S. Aquinas College

Judy Knapp

Accounting

M.B.A. Michigan State University

B.A. Albion College

Donald Luy

Sport Management

M.S. Western Illinois University

B.A. Gettysburg College

Elizabeth McIntyre, J.D.

Human Resource Management

J.D. Wayne State University

M.A. Michigan State University

Micki Pitcher, D.B.A.

Accounting and Finance

D.B.A. University of Phoenix

M.B.A., B.A. Franklin University

Todd Pitts, Ed.D.

Sport Management

Faculty Athletic Representative

Ed.D. United States Sports Academy

M.B.A. Davenport University

B.S. Purdue University

Marjolijn van der Velde, Ph.D.

Business and Management

Ph.D. University of Illinois at Chicago

M.Ed. Springfield College

M.B.A., B.S. Grand Valley State University

William Ward, Ph.D.

Marketing

Ph.D. Michigan State University

M.S., B.S. Grand Valley State University

DISTINGUISHED ADJUNCTS**Steve Bayus**

M.B.A., B.S.B.A. University of Phoenix

David Bruce

M.M. Aquinas College

B.A. Alma College

Ronald Foster, J.D.

J.D. Thomas M. Cooley Law School

B.A. Pacific Lutheran University

Sandra Graca, D.B.A.

D.B.A. Nova Southeastern University

B.B.A. Western Michigan University

Diana Lamphiere, J.D.

J.D. Loyola University-Chicago

Larry Lewis, J.D.

J.D. Thomas M. Cooley Law School

M.P.A. Western Michigan University

B.A. State University of New York-Albany

Clayton Maas

M.S. Western Michigan University

B.S. Grand Valley State University

Gary Mitchell, J.D.

J.D. University of Michigan

Susan Ostrum

M.S., B.S. Cornerstone University

Kemal Tekinel

M.B.A. University of Saint Francis

M.S. Grand Valley State University

Richard Tournier

M.S. Western Michigan University

B.S. Fairleigh Dickinson University

Ellen Winterburn

M.P.A. Grand Valley State University

B.A.S. University of Wisconsin-Madison

College of Health Professions

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

DEAN**Karen Daley, Ph.D., R.N.**

Dean, College of Health Professions

Ph.D. Rutgers, the State University of

New Jersey

M.S.N. Troy State University

B.S.N. Villanova University

ASSOCIATE DEANS**Kelly McCarron, Ed.D., OTR/L**

Associate Dean Global Campus - Arts

and Sciences and Health Professions

Ed.D. Duquesne University

M.Ed. Penn State University Park

Campus

B.S. The University of Pittsburgh

Linda Sorensen, Ed.D., R.H.I.A., C.H.P.S.

Associate Dean and Department Chair

- Allied Health/Health Informatics

and Information Management

Ed.D. University of Michigan

M.P.A. University of Michigan

B.S. University of Detroit Mercy

Amy Stahley, Ph.D., M.S.N., R.N.

Associate Dean - Nursing

Ph.D. Nova Southeastern University

M.S.N., B.S.N. Ball State University

DEPARTMENT CHAIRS**Tracy Alberta, M.S.N., R.N.**

Department Chair - Nursing
M.S.N., B.S.N. Michigan State University

Theresa Leto, D.H.S., M.O.T., OTR/L

Department Chair - Occupational
Therapy
D.H.S. University of Indianapolis
M.O.T., B.S. University of Findlay

**Linda Sorensen, Ed.D., R.H.I.A.,
C.H.P.S.**

Department Chair and Associate Dean
- Allied Health/Health Informatics
and Information Management
Ed.D. University of Michigan
M.P.A. University of Michigan
B.S. University of Detroit Mercy

ASSOCIATE DEPARTMENT CHAIRS**Debbie Bosworth, M.S.N., B.S.N.**

Associate Department Chair - Nursing
W.A. Lettinga Campus
M.S.N., B.S.N. University of Phoenix

Kimberly A. Corsi, L.R.C.P., C.C.S.

Associate Department Chair/Program
Director - Allied Health
Detroit, Global, and Warren Campuses
Campus Associate Department Chair -
Detroit and Warren Campuses
M.S.A. Central Michigan University
B.S. Mercy College of Detroit

Deanna Dubay, D.N.P., M.S.N., R.N.

Associate Department Chair - Nursing
Great Lakes Bay Campus
D.N.P. University of Massachusetts
Amherst
M.S.N. Walden University
B.S.N. University of Phoenix

Kimberly Garza, D.N.P., M.S.N., R.N.

Associate Department Chair - Nursing
Lansing Campus
D.N.P. Ferris State University
M.S.N., B.S.N. Ferris State University

**Marybeth Pieri-Smith, R.H.I.A.,
C.C.S.-P., C.P.C., CMA**

Associate Department Chair - Allied
Health
Global Campus
Program Director - Medical Assisting
W.A. Lettinga Campus
M.B.A., B.S. Davenport University
B.S. Grand Valley State University

Aleta Pillai, Ph.D., M.S.N., R.N.

Associate Department Chair - Online
Nursing BSN and MSN
Global Campus
Ph.D. Capella University
M.S.N., B.S.N. University of Phoenix

Cherie Reitzel, M.S.N., R.N.

Associate Department Chair - Nursing
Warren Campus
M.S.N. Michigan State University
B.S.N. Grand Valley State University

Megan Tober, R.H.I.A.

Associate Department Chair - Health
Information Management
Global Campus
M.B.A. Davenport University
B.S. Ferris State University

FACULTY**Jessica Abernathy, D.N.P., M.S.N., R.N.**

Nursing
D.N.P. Wilmington University
M.S.N. Vanderbilt University
B.S.N. Villanova University

Amanda Alemdar, M.S.N., R.N.

Nursing
M.S.N., B.S.N. University of Phoenix

Kelli Baumgartner, M.S.N.Ed., R.N.

Nursing
M.S.N. University of Phoenix
B.S.N. Indiana University

Amanda Binge, M.S.N., R.N.

Simulation Lab and Clinical
Coordinator
Nursing
M.S.N., B.S.N. Oakland University

Jennifer Bingman, O.T.D., OTR/L

Occupational Therapy
O.T.D. Chatham University
M.S.O.T. Grand Valley State University
B.S. Central Michigan University

**Janine Blakeslee, Ed.D., M.S.N., R.N.,
CCRN, CNE**

Nursing
Ed.D. Walden University
M.S.N. Michigan State University
B.S. Ferris State University

Sarah Brooks, M.S.N., R.N.

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

Rebecca Cazzato, M.S.N., R.N.

Nursing
M.S.N. Walden University
B.S.N. Benedictine University

Cassandra Cummings, D.N.P., R.N.

Nursing
D.N.P. Grand Valley State University
B.S.N. Ferris State University

Angela Elenbaas, M.S.N., R.N.

Nursing
F.N.P., M.S.N. Michigan State University
B.S.N. Grand Valley State University

Michelle Hagstrom, M.S.N., R.N.
Simulation Lab and Clinical
Coordinator
Nursing
M.S.N. University of Phoenix
B.S.N. Mercy College of Nursing Detroit

Joanne Harrison, M.S.N., F.N.P., R.N.
Nursing
F.N.P. Davenport University
M.S.N. University of Phoenix
B.S.N. Mercy College of Nursing Detroit

Margaret Hovey, D.N.P., M.S.N., R.N.
Nursing
D.N.P. Capella University
M.S.N., B.S.N. Kaplan University

Heather Hunt, M.S.N., R.N.
Nursing
M.S.N., B.S.N. Grand Canyon University

Tabitha Keiffer, M.S.N., R.N.
Nursing
M.S.N. Walden University

**Heather Kooiker, M.S.N., R.N., CNL,
CNOR, CRNFA**
Nursing
M.S.N. University of San Francisco

**Sharon Long, Ph.D., M.S.N.,
F.N.P. BC, R.N.**
Nursing
Ph.D. Western Michigan University
M.S.N. Michigan State University
B.S.N. Wayne State University

Annette Mannion, M.S.N., CPNP, IBCLC
Nursing
M.S.N., B.S.N. Johns Hopkins University

Susan D. Owens, M.S., OTR/L
Academic Fieldwork Coordinator
Occupational Therapy
M.S. University of Michigan
B.S. Eastern Michigan University

**Yvette Pawlowski, M.Ed., RHIA,
CHDS, CPC**
Health Information Management and
Allied Health
M.Ed. Lamar University
B.A. Western Governors University

Jessica Peck, M.S.N., R.N.
Nursing
M.S.N., B.S.N. Columbus State
University

Thelma Phillips Ph.D., R.N.
Nursing
Ph.D. Wayne State University
M.S. University of Michigan
B.S.N. Wayne State University

Julie Polanic, M.S.N., R.N.
Nursing
M.S.N. Grand Valley State University
B.S.N. University of Detroit Mercy

Shellie Raisanen, M.S.N., R.N.
Simulation Lab and Clinical
Coordinator
Nursing
M.S.N. Ferris State University
B.S.N. Northern Michigan University

Marlo Schepers, M.S.N., F.N.P., R.N.
Nursing - MSN Clinical Coordinator
F.N.P. University of Massachusetts
M.S.N. Davenport University
B.S.N. Grand Valley State University

Lindsey Shull, Ph.D.
Practicum Coordinator - Allied Health
and Health Information
Ph.D. Northcentral University
M.A., B.A. Western Michigan University

Margaret Smith, M.S.N., R.N.
Nursing
M.S.N. University of Phoenix
B.S.N. Ferris State University

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

Lynette Zigo, M.S.N.-NP, R.N.
Nursing
M.S.N. Oakland University
B.S.N. Mercy College of Nursing Detroit

DISTINGUISHED ADJUNCTS

Joseph Brown, D.H.A.
D.H.A. Central Michigan University

Carole Gdula
M.S., B.S. University of Detroit Mercy

Tracy Lane, M.S.N.
M.S.N. University of Detroit Mercy
B.S.N. Oakland University

Doreen Petersen
M.B.A. Aquinas College
B.A. Michigan State University

College of Technology

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

DEAN

Amy Mansfield, Ph.D.

Dean, College of Technology and
Donald W. Maine College of Business
Ph.D. Western Michigan University
M.A. Western Michigan University
B.S. Ferris State University

ASSOCIATE DEANS

Jennifer Byron

Associate Dean Global Campus -
Business and Technology
M.B.A. Grand Valley State University
B.A. Alma College

Brian Kowalczyk, Ph.D.

Associate Dean, College of Technology
Ph.D. Nova Southeastern University
M.S. Nova Southeastern University
B.S. Adrian College

DEPARTMENT CHAIRS

Lonnie Decker, Ph.D., CCNA, CCNA Security

Department Chair - Networking,
Information Assurance, and M.S.I.A.
Ph.D. Capella University
M.S. Central Michigan University
B.S. Michigan Technological University

Gabriela Ziegler, D.M./I.S.T.

Department Chair - Computer Science,
Computer Information Systems
D.M./I.S.T. University of Phoenix
M.S. Michigan State University
Specialization IS Universidad Católica
Andrés Bello, Venezuela
B.S. Universidad Católica Andrés Bello,
Venezuela

ASSOCIATE DEPARTMENT CHAIRS

Richard Comden, MCP, A+

Associate Department Chair -
Computer Science, Computer
Information Systems, Networking
Technology, Security and
Information Assurance
Global Campus
M.P.A. Indiana University
B.S. Grace College

James Veneziano

Associate Department Chair -
Computer Science, Computer
Information Systems, Networking,
Security and Information Assurance
M.B.A. Davenport University
B.A. The Ohio State University

FACULTY

A. Peter Anderson, CCNP, CCDP, CCNA Security, CCNA, CCDA

Networking Technology
M.T.M. Keller Graduate School of
Management
B.S. Concordia College

Samer Hanoudi

Computer Science
M.S. Wayne State University
B.S. Al-Mansour University

Antonio McCutchen

Networking, Security and Information
Assurance
M.A. Spring Arbor University
B.B.A. Davenport University

Mark McKinnon, CCE, GCFA

Information Assurance
M.S., B.S. Grand Valley State University

DISTINGUISHED ADJUNCTS

Deanne Cranford-Wesley, Ph.D., Security+

Ph.D. Union Institute and University
M.A., B.B.A. Marygrove College

Kris Shelton

M.B.A. Davenport University
B.A. Emerson College

Alan Wright

M.B.A. Davenport University
B.B.A. Eastern Michigan University

CAMPUS LEADERSHIP

CAMPUS DIRECTORS

Susan Crkovski

Executive Campus Director
Detroit and Warren Campuses
B.B.A. Davenport University

Bill Gagliardi

Executive Campus Director
Great Lakes Bay Campus
B.A. Alma College

Alyssa Irani

Campus Director
Traverse City Campus
M.M., B.A.S. Davenport University

Susan Porrett

Executive Campus Director
Lansing Campus
M.S. Central Michigan University
B.A. Olivet College

Kathy Stewart

Campus Director
Kalamazoo Campus
M.B.A., B.B.A. Davenport University

DIRECTORS OF ACADEMIC SERVICES AND OPERATIONS

Kriss Ferluga, Ph.D.

Director of University Academic Services
Ph.D. Bowling Green State University
M.H.A. Grand Valley State University
M.A. University of Alabama
B.A. Rutgers, The State University of New Jersey - New Brunswick

Amy Krevda

Director of Academic Operations
M.S. Saginaw Valley State University
B.S. Alma College

CAMPUS ASSOCIATE DEPARTMENT CHAIRS

Kimberly A. Corsi, L.R.C.P., C.C.S.

Campus Associate Department Chair - Detroit and Warren Campuses
Associate Department Chair/Program Director - Allied Health
Detroit, Global, and Warren Campuses
M.S.A. Central Michigan University
B.S. Mercy College of Detroit

Melissa Haswell, Ph.D.

Campus Associate Department Chair - Great Lakes Bay Campus
Associate Department Chair - Science
Great Lakes Bay and Lansing Campuses
Ph.D. Central Michigan University
M.S., M.A. Central Michigan University
B.S. Alma College

Shubhada Sagdeo

Campus Associate Department Chair - Holland and Kalamazoo Campuses
Associate Department Chair - Mathematics
Detroit, Great Lakes Bay, Holland, Kalamazoo, Lansing, and Warren Campuses
M.S., B.S. Institute of Science, Nagpur, India

Don Schelske

Campus Academic Coordinator - Lansing Campus
M.A. Wheaton College
B.R.E. William Tyndale College

Notes

ADMISSIONS

General Admissions

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

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

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

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

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

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

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

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

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

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

Davenport University has a policy of nondiscrimination regarding students on the basis of race, color, national or ethnic origin, sex/gender, sexual orientation, veteran status, age, and religion in the administration of its admissions policies, educational policies, scholarship and loan programs, and other school-administered programs. Davenport also maintains a policy of nondiscrimination on

the basis of handicap in regard to admission or employment and access to programs or activities. In addition, the University does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

Admissions Process

Undergraduate Application

First-Time College Student

1. Submit an official application at www.davenport.edu/apply.
2. Provide official transcripts (one of the following):
 - a. Official high school transcript documenting the date of graduation from a regionally accredited high school. Minimum overall GPA of 2.0 is required for admittance. Students with GPA below 2.0 should consult with admissions.
 - b. Documentation from a home-school agency, local school district, state Department of Education, or notarized transcript of high school courses taken, with grades. Minimum overall GPA of 2.0 is required for admittance. Students with GPA below 2.0 should consult with admissions.
 - c. Official GED scores. Minimum score of 145 is required.
3. Official test scores (one of the following):
 - a. Qualifying ACT* or SAT* score. ACT minimum score (18) or SAT minimum score (940) is required for admittance. Students with scores under these minimums should consult with admissions.

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

Transfer College Student:

1. Submit an official application at www.davenport.edu/apply.
2. Provide official college transcripts showing successful completion of transferable college-level math and English.
 - a. If your official college transcript(s) do not show successful completion of transferable college-level math and English, a minimum overall GPA of 2.0 is required for admittance plus you must provide qualifying test scores (one of the following):
 - i. Qualifying ACT* or SAT* score. ACT minimum score (18) or SAT minimum score (940).

3. Submit official high school transcript documenting the date of graduation from a regionally accredited high school, documentation from a home-school agency, local school district, state Department of Education, or notarized transcript of high school courses taken, with grades or official GED scores.
4. As a Transfer Student, you will be accepted to Davenport University if you have earned an Associate Degree showing successful completion of transferable college-level English. You will also need to provide the documentation required in item number 3 above.

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

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

Transcript Guidelines

Students must provide an official copy of their high school and/or all previous college transcripts for their file at Davenport University. Any students registering for classes without official transcripts on file accept responsibility for ensuring that they are not duplicating courses that might be brought in as transfer credit. All transcripts must be sent directly from the originating school to Davenport University. Transcripts received become the property of the University.

Mailing Address:

Registrar's Office
6191 Kraft Ave. SE
Grand Rapids, MI 49512

For schools equipped to email official transcripts, use ElectronicTranscripts@Davenport.edu when placing your order.

Admission to Health Programs

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

All College of Health Professions students will be asked to complete a criminal background check and drug screen (CBC/DS) at the time a major in a health program is declared. This process should be completed in the first semester of attendance and is included in HLTH101M Introduction to Health Careers and HLTH101R Introduction to Health Careers Seminar. See your program for the required course. Criminal background checks and drug testing completed elsewhere are not acceptable.

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

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

Admission to the Nursing Program

Admission to the University is not admission to or acceptance into the Nursing Program. Students wishing to enter the Nursing Program should indicate their intention when first applying for enrollment at Davenport University. Students intending to apply to nursing in a future academic year may take up to 24 credits of Davenport courses, with an *undecided* major. After 24 credits, if not accepted into a nursing program, a major must be declared in another program. Students must be formally admitted to a Nursing Program to enroll in any NURS-prefix course.

Requirements include the following:

1. **Diploma in Practical Nursing (PN)** - limited seats; entry is competitive and based on the following:
 - a. Official transcripts from high school and all colleges/universities attended.
 - b. Minimum cumulative GPA of 3.0 or higher on a 4.0 scale is strongly recommended.
 - c. Two letters of professional recommendation.
 - d. An assessment of learning exam (English, math, reading, and science) is required. Davenport is currently utilizing the ATI TEAS® Test of Essential Academic Skills for this assessment.
 - e. A brief personal essay (450 words or less) which addresses the required topic.
 - f. All PN applications must be submitted using the NursingCAS system (www.nursingcas.org) during the open enrollment periods listed on the Davenport University Nursing website. Applications must be complete before the deadline to be considered for admission to the Practical Nursing program.

Check the Davenport University website for the most current application deadline information: www.davenport.edu/nursingapplication.

2. **BSN Pre-Licensure Program (BSN PL)** - All BSN PL applications must be submitted using the NursingCAS system (www.nursingcas.org) during the open enrollment periods listed on the Davenport University Nursing website. Applications must be complete before the deadline to be considered for admission to the BSN Pre-Licensure program.

High School Direct Admit Option

Considered only for the early admission review – Limited seats; entry is competitive and must meet all of the following conditions:

- Currently a High School senior
- A cumulative high school GPA of 3.5 or above
- SAT total score of 1160 or above or ACT Composite of 24 or above
- Official High School transcripts must be sent to the Davenport University Registrar's Office.

Regular Application Option

Limited seats; entry is competitive and based on the following requirements:

- Official college transcript from all colleges/universities attended.
- Minimum cumulative GPA of 3.0 or higher on a 4.0 scale is strongly recommended.
- Two letters of professional recommendation.
- An assessment of learning exam (English, math, reading, and science) is required. Davenport is currently utilizing the ATI TEAS® Test of Essential Academic Skills for this assessment.
- A brief personal essay (450 words or less) which addresses the required topic.

LPN to BSN PL Option

This pathway is designed for currently licensed practical nurses who are seeking a bachelor's degree in nursing.

This program prepares registered nurses for nursing practice of patients and their support systems across the continuum of care and in communities. Entry is competitive and based on the following requirements:

- Official transcript from all colleges/universities/training programs attended.
- Minimum cumulative GPA of 3.0 or higher on a 4.0 scale is strongly recommended.
- Two letters of professional recommendation.
- An assessment of learning exam (English, math, reading, and science) is required. Davenport is currently utilizing the ATI TEAS® Test of Essential Academic Skills for this assessment.
- A brief personal essay (450 words or less) which addresses the required topic.
- Copy of your current unrestricted LPN license.

Course credit will be awarded toward your pre-licensure BSN program upon receipt of your current, unrestricted LPN license and official transcript from the institution where you received your training.

Check the Davenport University website for the most current BSN Pre-Licensure program application deadline information: www.davenport.edu/nursingapplication.

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

Admission to the BSN-RN Completion Program is considered on a rolling basis when all the application materials have been received. Program application can be found on the Nursing Department website. If selected for admission, the RN will be granted "Advanced Standing". Contact the Nursing Advisor for details.

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

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

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

Transfer Credit and Science courses for the PN or BSN Pre-Licensure:

Science coursework required in any nursing program completed within 5 years prior to acceptance with a C or better, at another institution will transfer into the program. Once accepted into the BSN-PL program, all remaining science courses must be taken at Davenport University. Nursing students must meet the residency requirement for graduation from Davenport University. The Nursing advisor at each location will give further direction for course sequencing.

Withdrawal from the Nursing Program

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

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

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

Admission as a Dual Enrollment Student

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

Admission as a Middle College Student

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

Admission as a Guest Student

A student in good standing at another college or university in the State of Michigan may be admitted as a guest student. The student assumes responsibility for confirming that their home institution will accept specific coursework from Davenport for their program of study. A separate guest application must be submitted for each semester that the guest student attends Davenport University. The standard MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) application can be obtained from the student's home institution or at www.MACRAO.org.

Admission for International Students

International Student Admissions

International Undergraduate Application

1. Submit an official application at www.davenport.edu/ apply.
2. Official high school or college/university transcripts.
 - a. High School Graduate/College Transfer: Diploma or Transcript with 2.0+ GPA on 4.0 scale AND applicable test score

All international transcripts (except Canadian Colleges and Universities, and partner institutions) must have a course by course evaluation completed from a NACES member: www.naces.org. High School graduates from Kenya, Ghana & Nigeria can provide a certified/notarized copy of National Examination Results.

3. English Proficiency (within last 2 years):
 - a. Waiver countries - English official language
 - b. US High School Graduation
 - c. Transfer College English and Math credits
 - d. ACT 18+ Reading & English
 - e. SAT 450+ Evidence-Based Reading and Writing | 430 Evidence-Based Reading and Writing English courses required
 - f. IELTS 6.0+
 - g. TOEFL 61+
 - h. Pearson Test of English (PTE) 46
 - i. AP English Language 3+ on AP English Exam
 - j. IB English 5 on English A1 or A2 Exam
 - k. Successful completion of ELS Language Centers Level 112
4. Submit financial support documents
 - a. Signed Financial Support Form
 - b. Bank letter/statement issued within 9 months of intended semester start date
5. Submit a copy of passport photo
6. SEVIS transfer form, US transfers only

Once admitted, international students will be issued an acceptance letter and Form I-20 (Certificate of Eligibility), which they must submit to the U.S. embassy (or consulate) in their home country (if a visa is required) to apply for an F1 (student) visa. To maintain their F1 status, students must be enrolled full-time, in accordance with SEVP (Student and Exchange Visitor Program) requirements. The International Office provides students specific guidelines regarding SEVP requirements.

International Admission to Global Campus Online Programs

Davenport University also offers complete degree programs online. International students wishing to pursue their education in this way do not need SEVP documents or a student visa since they can take all classes without physically entering the United States. Information about being an online student at Davenport University can be found at davenport.edu/global.

Admission as a Transfer Student

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

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

Policies and Procedures that make Davenport University Transfer Friendly

Davenport University:

- Has articulation agreements with all state of Michigan community colleges. These articulations show how programs offered at the community college fit with a DU degree. Some community college degrees are paired with multiple DU degrees.
- Has a state-wide articulation with all Michigan Career and Technical Education centers as well as many individual program articulations with those same institutions.
- Has extensive articulation agreements with Michigan high schools and career technical education centers.
- Accepts all previously earned college level credit that was successfully completed with a C or better grade.
- Will accept in transfer any college level course for which a passing grade was achieved if the student has a completed associate or bachelor degree from that institution.
- Honors all American Council on Education (ACE) approved credit from all branches of the armed services.
- Includes in its undergraduate catalog each year a list of professional certifications pre-approved for credit by each College and will review any other certifications presented for potential awarding of credit.
- Will review all professional licenses and training programs for potential awarding of credit.
- Honors articulated high school and career technical education credit from our partnership community colleges if that credit is part of a completed associate degree.
- Allows students to appeal the transfer credit equivalency if additional information is available regarding actual course content and learning outcomes.

Michigan Transfer Agreement

The Michigan Transfer Agreement (MTA) replaces the MACRAO agreement and took effect for students entering Fall 2014 or later. Students who attended prior to Fall 2014 will be able to complete the existing MACRAO agreement using courses completed by the end of Summer 2019.

Courses taken Fall 2019 semester or later can no longer be used to complete the MACRAO Transfer Agreement. However, if students fulfilled the MACRAO Transfer Agreement requirements prior to Fall 2019 semester, they are still eligible to receive the MACRAO stamp from sending institutions at any point in the future. Likewise, receiving institutions that were participating in the MACRAO Transfer Agreement at the time of MTA implementation in Fall 2014 semester should continue to accept and apply the MACRAO Transfer Agreement as intended following the Summer 2019 sunset. Additional details related to the MACRAO Transfer Agreement can be found at www.macrao.org.

Admission with Advanced Credit through Articulation

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

Internships Completed at Other Universities

Students who have completed a credit bearing internship at another university and transfer to Davenport may have this internship course considered for possible credit toward meeting the experiential learning requirement in their degree plan. They should submit all transcripts to the DU Registrar's Office and contact the Director of Experiential Learning who will coordinate a review of the internship course description and learning outcomes with the Department Chair of the student's academic program to decide if credit will be awarded. All DU policies regarding transfer credit will apply to any review of credit bearing internship courses completed at other universities.

Military/Veterans' Information

Davenport University has a team of current and prior-service military staff, who use their first-hand knowledge to navigate VA and other military benefits and resources. For those interested in returning to school, please visit <http://my.davenport.edu/military-veteran-services> for more information.

Those eligible to receive educational benefits through the Veterans Administration must go through Vets.gov. Forms are available at the GI Bill® website, <https://www.va.gov/education/how-to-apply/>. Applicants who are unsure of eligibility for benefits should contact VA Education Benefits at 1-888-GIBILL-1 (1-888-442-4551).

Those using any military and/or veteran education benefits are also strongly encouraged to contact one of Davenport's Military & Veteran Admissions Representative at 1 (800) 866-1600. Speaking with a Military & Veteran Admission Representative is especially important for those who will be using any chapter of the GI Bill® or military Tuition Assistance (TA).

Current Service Members and Veterans should have their Joint Service Transcripts, C.C.A.F. transcripts and/or documentation of all prior military training and experience sent directly to the Registrar's Office for evaluation and possible awarding of University credit.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Non-collegiate Credit Options

The University will grant credit for the following nontraditional credit options under prescribed conditions. Students should consult an Advisor or the Registrar's Office for additional guidelines and procedures. Official score reports/testing results must be sent to the Registrar's Office directly from the testing service, unless noted below.

Advanced Placement Exams (AP)

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

College Entrance Examination Board (CEEB)

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

College-Level Examination Program (CLEP)

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

Corporate/Non-collegiate Training

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

DSST (formerly DANTES) Examination Program

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

International Baccalaureate (IB)

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

Military Service Training

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

Proficiency Examination Program (ACT-PEP)

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

Servicemembers Opportunity Colleges (SOC)

The University is an institutional member of SOC and meets all SOC criteria in awarding degrees to servicemembers and veterans. Students should contact the Registrar's Office for further information.

Prior Learning Assessment

Students may earn credit based on previous professional experience by submitting a Prior Learning Assessment petition. More information is available on the DU website.

Professional Certifications/Licenses

Credit may be granted upon receipt of certain professional certifications/licenses. A copy of a license/certification may be accepted for certain programs. Those who feel this may apply should consult an Advisor or the Registrar's Office for additional information.

College of Arts and Sciences Credit for Professional Certifications

SIX SIGMA

Green or Black Belt Certification	DATA275 Introduction to Data Analytics
	STAT220 Introduction to Statistics

College of Business Credit for Professional Certifications

AMERICAN INSTITUTE OF BANKING (AIB)

AIB Principle of Finance	FINC220 Money and Banking - Treasury Management Focus
AIB Analyzing Financial	General Finance Credit
AIB Financial Accounting	ACCT200 Accounting Basics for Managers

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS

Certified Bookkeeper	ACCT201 Accounting Foundations I
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AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY (APICS)

Certified in Integrated Resource Management (CIRM)

Certified Resource Improvement Manager	6 Business elective credits
Delivering Products and Services	MGMT413 Supply Chain Mgmt Paired with: Enterprise Concepts & Fundamentals
Designing Products and Proc.	3 Business elective credits Paired with: Identifying and Creating Demand
Integrated Enterprise Mgmt	2 Business elective credits

Certified in Production and Inventory Control (CPIM)

Certified Production and Inventory Manager	MGMT413 + 2 Business elective credits
Basics of Supply Chain Mgmt	MGMT413 Supply Chain Mgmt
Detailed Scheduling and Planning	2 Business elective credits
Execution and Control of Operations	2 Business elective credits
Master Planning of Resources	2 Business elective credits
Strategic Mgmt of Resources	MGMT413 Supply Chain Mgmt

AMERICAN SOCIETY FOR QUALITY

Certified Quality Manager	MGMT412 + 5 Business elective credits
Certified Quality Auditor	MGMT412 Quality Management
Certified Quality Improvement Assoc.	MGMT412 Quality Management
Certified Quality Engineer	MGMT412 Quality Management
Certified Quality Technician	MGMT412 Quality Management

FINANCIAL INDUSTRY REGULATORY AUTHORITY

Investment Company Products/	FINC215 Investment Planning
Variable Contract	FINC222 Behavioral Finance
Representative Qualification	FINC230 Financial Planning and Insurance
Exam (Series 6)	FINC301 Retirement Plan/Employee Benefits

H & R BLOCK

H & R Block Income Tax Course	ACCT315 Federal Taxation I
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JACKSON-HEWITT TAX SERVICE

Jackson-Hewitt Basic Income Tax Courses (BIT1-3)	ACCT315 Federal Taxation I
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HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) (FOUNDED BY SHRM)

Professional in HR (PHR)	HRMG213 Human Resource Mgmt
Senior Professional in HR (SPHR)	HRMG213 Human Resource Mgmt
Or	HRMG313 Staffing Organizations
Global Professional in HR (GPHR)	HRMG350 Training for Organizations
	HRMG433 Compensation Administration

INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS (JAMES MADISON UNIV.)

Certified Manager Certification (CM)	MGMT211 Management Foundations
	MGMT399 Certified Manager Examination

INSTITUTE OF SUPPLY MANAGEMENT

Certified Purchasing Manager	MGMT413 + 6 Business elective credits
Accredited Purchasing Professional	MGMT413 + 1 Business elective credit

INSTITUTE OF FINANCIAL EDUCATION (IFE)

The University will grant transfer credit for appropriate IFE courses.

QUICKBOOKS

Quickbooks Certification	ACCT220 Accounting Information Technology
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College of Technology Credit for Professional Certifications

ADOBE

BITS301 Image Editing Applications	Adobe Certified Expert (ACE) Photoshop® CS6, or Adobe Certified Expert (ACE) Photoshop® CC
BITS302 Graphic Illustration Software	Adobe Certified Expert (ACE) Illustrator® CS6, or Adobe Certified Expert (ACE) Illustrator® CC
BITS213 Microcomputer Applications: Desktop Publishing	Adobe Certified Expert (ACE) InDesign® CS6, or Adobe Certified Expert (ACE) InDesign® CC
BITS214 Microcomputer Applications: Word Processing (Word 2013)	Microsoft Office Specialist Exam 77-418
BITS211 Microcomputer Applications: Spreadsheet (Excel 2013)	Microsoft Office Specialist Exam 77-420
BITS212 Microcomputer Applications: Database (Access 2013)	Microsoft Office Specialist Exam 77-424
CISP303 Web Development	Adobe Certified Expert (ACE) Dreamweaver® CS6, or Adobe Certified Expert (ACE) Dreamweaver® CC

THE INSTITUTION OF E-COMMERCE CERTIFIED CONSULTANTS (CEC INSTITUTE)

CEC Certified E-Commerce Consultant	CISP211 E-Business Technologies
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CERTIFIED WIRELESS NETWORK PROFESSIONALS (CWNP)

Certified Wireless Network Administrator (CWNA)	NETW325 Wireless Networking and Security
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COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION (COMPTIA)

CompTIA A+	NETW101 PC Operating Systems
	NETW201 PC Maintenance and Management
CompTIA Server+	NETW101 PC Operating Systems
CompTIA Network+	NETW220 Data Communications and Networks

CompTIA Linux+	NETW217 Unix Operating System
	NETW235 UNIX/Linux Server Administration
CompTIA Security+	IAAS221 Security Foundations or IAAS224 Implementing Network Security

CISCO CORPORATION#

Cisco Certified Network Administrator (CCNA)	NETW151, NETW152, NETW251
Cisco Certified Network Administrator (CCNA) Security	NETW151, NETW152, and NETW312
Cisco Certified Network Administrator (CCNA) Collaboration	NETW151, NETW152, and NETW326
Cisco Certified Network Administrator (CCNA) Wireless	NETW151, NETW152, and IAAS325
Cisco Certified Network Professional (CCNP)	Varies - up to 8 credits
Cisco Certified Internet Expert (CCIE) Routing & Switching	Varies - up to 21 credits
DevNet Associate	NETW253 Cisco Network Programmability

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

INTERNATIONAL COUNCIL OF E-COMMERCE CONSULTANTS (EC COUNCIL)

Certified Ethical Hacker CEH312-50	IAAS321 Securing the Infrastructure
Certified VoIP Professional ECV312-78	NETW326 IP Telephony
Disaster Recovery Professional EDRP312-76	IAAS245 Disaster Recovery
Network Security Administrator ENSA312-38	IAAS322 Network Defense/Countermeasure

INTERNATIONAL INFORMATION SYSTEMS SECURITY CERTIFICATION CONSORTIUM (ISC)²

Certified Systems Security Professional (CISSP)	Various* (up to 24 credits)
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INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Certified Professional Secretary (CPS)	Various*
Certified Administrative Professional (CAP)	Various*

LINUX PROFESSIONAL INSTITUTE

LPIC-1	NETW217 UNIX Operating System
LPIC-2	NETW235 UNIX/Linux Server Administration

MICROSOFT CORPORATION

Administering Windows Server 2012 70-411	NETW241 MS Implement Network Infrastructure
Configuring Advanced Windows Server 2012 70-412	NETW341 MS Plan and Implement Active Directory
Installing and Configuring Server 2012 70-410	NETW141 MS Client and Server OS

MOS: Access 2013 Exam 77-424

MOS: Access 2010 Exam 77-885

MOS: Excel 2013 Expert Exam 77-427 and 77-428

MOS: Excel 2010 Expert Exam 77-888

MOS: PowerPoint 2013 Exam 77-422

MOS: PowerPoint 2010 Exam 77-883

MOS: Word 2013 Expert Exam 77-425 & 77-426

MOS: Word 2010 Expert Exam 77-4887

MS: Exam 70-483

MS: Exam 70-480

MS: Exam 70-486

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

ORACLE

Oracle Certified Java SE 6 Programmer

Oracle Certified Java SE 7 Programmer

BITS212 Microcomputer Applications: Database

BITS212 Microcomputer Applications: Database

BITS211 Microcomputer Applications: Spreadsheet

BITS211 Microcomputer Applications: Spreadsheet

BITS209 Dynamic Presentations

BITS209 Dynamic Presentations

BITS214 Microcomputer Applications: Word Processing

BITS214 Microcomputer Applications: Word Processing

CSCI231 & CSCI234 Object-Oriented Programming with C#

CISP220 Web Page Applications

CISP238 & CISP310 Server Side Scripting I & II

CSCI231 & CSCI239 Object-Oriented Programming with Java
CSCI231 & CSCI239 Object-Oriented Programming with Java

PROJECT MANAGEMENT INSTITUTE (PMI®) offers the following for course equivalencies:

PMP®: PMI® Project Management Professional Certification

GPMT287 Principles of Project Management or

GPMT499 Certified Project Management Professional (PMP®) Preparation

PMI-ACP®: PMI® Agile Certified Professional

GPMT385 Project Scheduling with Agile

Project Management Professional (PMP®) and PMI® Agile Professional (PMI-ACP®) are registered marks of the Project Management Institute, Inc.

VMWARE

VMWare Certified Professional (VCP)	NETW435 Virtualization
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WORLD ORGANIZATION OF WEBMASTERS (WOW)

190-101 Web Designer Apprentice	CISP316 Web Design (CWDSA-Apprentice)
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**Please check with an Advisor for complete details on industry certifications and equivalent College of Technology courses.*

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

College of Health Professions Credit for Professional Certifications

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)

Certified Healthcare Technology Specialist (CHTS)	GNHS General Health Science Credit
Certified Coding Associate (CCA)	HINT110 Introduction to HIM HINT221 ICD Coding HINT222 Procedural CPT/HCPCS Coding HINT294 Advanced Coding Lecture HINT294L Advanced Coding Lab
Certified Coding Specialist (CCS) Or Certified Coding Specialist – Physician based (CCS-P)	HLTH110 Medical Terminology HINT110 Introduction to HIM HINT221 ICD Coding HINT222 Procedural CPT/HCPCS Coding HINT294 Advanced Coding Lecture HINT294L Advanced Coding Lab HLTH250 Health Care Reimbursement Management
Certified Medical Assistant (CMA) Or Registered Medical Assistant (RMA)	HLTH110 Medical Terminology HLTH220 Pharmacology MEDA254 Clinical Patient Care MEDA255 Clinical Laboratory Procedures MEDA259 Medical Office Applications MEDA290 Medical Assisting Practicum
Registered Health Information Technician (RHIT)*	HLTH110 Medical Terminology HINT110 Introduction to HIM HINT221 ICD Coding HINT222 Procedural CPT/HCPCS Coding HINT294 Advanced Coding Lecture HINT294L Advanced Coding Lab HINT209 Quality and Performance Improvement in Health Care HINT297 HIT Professional Practice Experience (Lecture) HINT297C HIT Professional Practice Experience (Clinical) HLTH250 Health Care Reimbursement Management

* Students may also submit AMRA American Medical Records Association's Accredited Records Technician (ART) Certification. Credit is evaluated based on the age of the initial certification. A current annual membership and/or documented work experience must also be submitted.

AMERICAN ACADEMY OF PROFESSIONAL CODERS

Certified Professional Coder (CPC)	HLTH110 Medical Terminology
	HINT222 Procedural CPT/HCPCS Coding

AMERICAN HEART ASSOCIATION

*BLS/CPR Health Care Provider and Heartsaver First Aid	HLTH100 Cardiopulmonary Resuscitation/First Aid (1 credit)
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AMERICAN RED CROSS

*BLS for Healthcare Providers and First Aid	HLTH100 Cardiopulmonary Resuscitation/First Aid
*It requires both the approved CPR card and First Aid card from one of these associations to be awarded HLTH100.	

Orientation

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

Recent high school graduates attending the W.A. Lettinga Campus must attend an in-seat orientation held during the summer months. All undergraduate Adult and Transfer students are strongly encouraged to participate in the virtual orientation prior to their first semester at Davenport. Access to the virtual orientation will become available as soon as the student is accepted and can be found at www.davenport.edu/orientation.

University Fees and Expenses

Note: All fees and rates are subject to change. Current fees, including course fees, can be found on the website: <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

Counseling No Show Fee	20.00
Credit Card Convenience Fee (Tuition payments)	3.00%
Deferred Payment Fee	60.00
DU Competency Exams	105.00
Exams for Credit Fee	Actual Test Cost
Exam Proctoring Fee (DU Student)	25.00
Exam Proctoring Fee (Non-DU Student)	40.00
ID Card Replacement Fee	30.00
Judicial Fee: Alcohol or other Drug Education	100.00
Judicial Fee: Alcohol or other Drug Counseling	300.00
Judicial Fee: Non-Compliance	75.00
Late Registration Fee	85.00
Nursing Assessment Admissions ATI TEAS Exam	75.00

Parking Pass Replacement Fee	25.00
Prior Learning Assessment (PLA) Fees:	
PLA Application Fee (per course)	130.00
Registration Fee (per semester)	215.00
Returned Check Fee	65.00
Student Accident Plan Fee	20.00
Student Activity Fee (per semester) (W.A. Lettinga Campus only)	115.00
Student Activity Fee (per semester) (Campuses other than W.A. Lettinga)	30.00
Technology Fee (per semester)	120.00
Transcript Fee (per copy)	15.00
Student Insurance:	
See details on Student Insurance at http://my.davenport.edu/risk-management/student-insurance	

Residence Hall Fees:	
Residence Hall Application Fee (non-refundable)	25.00
Residence Hall Security Deposit	150.00
See details on fees for Residential Life at: https://my.davenport.edu/housing-and-residence-life	

Note: All fees and rates are subject to change. Specific fees related to courses can be found in the Course Descriptions section.

Textbooks

It is the student's responsibility to obtain a copy of the course textbook and supplemental materials required for the class at least one week before the start of the class.

Tuition

Undergraduate tuition is assessed as a per-credit hour charge. Current tuition rates are available on the Davenport website at www.davenport.edu.

Students should contact the campus they will be attending for specific tuition rates. Tuition must be paid before the start of each semester via the Student Payment Center or by mail with a money order or personal check. Payment Plan details are available in the Student Payment Center or can be obtained from your campus advisor. Because Davenport University is an independent, nonprofit university, students may be eligible for certain financial aid programs that are not available at public institutions. It is important that students complete a Free Application for Federal Student Aid (FAFSA) to be considered for these programs. These forms are available online at www.fafsa.ed.gov. The majority of students attending halftime or more receive financial assistance for educational expenses at Davenport University.

Tuition Charges and Refund Policy

Official notice of all withdrawals, failures to attend, or schedule changes outside the normal drop/add processing must be made by contacting the student's advisor. See the Financial Aid section for further details.

Note: Failure to notify the proper office in writing will result in full charges. The date of official notice is used to calculate all adjustments to charges. If applicable, refunds will be made within 30 days of receipt of official notification. Refunds are based on the full tuition charge per course. Specific dates are published by the Bursar's Office each session.

Students may not re-enroll for a subsequent semester or receive official transcripts or a diploma unless all balances owed have been paid in full.

Institute for Professional Excellence (IPEX)

In today's work landscape, employees of all levels benefit from targeted professional development. That's where Davenport's Institute for Professional Excellence (IPEX) comes in. We cut through the noise, offering tailored training programs for the busy working professional of today. Why choose Davenport University's IPEX? That's simple.

- IPEX offers job-specific training for busy working professionals.
- Several courses offer the dual benefit of skill development and credit toward a degree.
- IPEX courses and workshops develop talented employees, managers, and leaders, who in turn have a holistic impact on their organization.

Courses include:

Certificate of Management

The 12-week, 6-session course focuses on the core competencies needed to build collaboration, promote trust, and empower your employees to achieve results.

Certificate of Integrated Operations Management

This 12-week program integrates operations, quality, and project management and concludes with the development of a comprehensive process improvement plan.

Strategic Leadership

Strategic leaders adapt, innovate and succeed. In this 6-week, 3-session program, you will improve your ability to think critically, create a strategic vision, and empower others to deliver results.

Visit davenport.edu/ipex to view our programs or email ipex@davenport.edu to learn more.

FINANCIAL AID

FAFSA: An Important First Step

To determine most equitably the distribution of funds for financial aid, Davenport University requires all students applying for assistance to complete a Free Application for Federal Student Aid (FAFSA). This is a federal government form and it establishes eligibility for assistance from federal and state governments as well as from Davenport University. The FAFSA is free and a student should never be asked to pay a fee to complete the FAFSA. To be eligible for financial aid, students must be citizens of the United States or eligible non-citizens and must be seeking a degree or certificate in a program that is at least 24 semester credits and 30 weeks (two semesters) in length. Students enrolled in shorter programs, in programs leading to specialty certificates, or in other specially designed series or groups of courses are generally not eligible for financial aid. Students must also meet standards of academic progress in their courses of study to maintain eligibility. Students must complete the FAFSA each academic year to determine continued eligibility for most programs. Audited classes cannot be used to determine eligibility for financial aid. The Davenport website (davenport.edu) has information about financial aid resources and the financial aid process. In addition, financial aid counselors are available by calling 1-866-774-0004 or sending an email to financialaid@davenport.edu.

Determination of Awards

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

The financial need equation is as follows:

Total College Expenses	-	Expected Family Contribution	=	Financial Need
(Direct and Indirect Costs)		(Formula Mandated by Congress Called Federal Methodology)		(Aid Eligibility Maximum)

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

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

Student Financial Aid Rights and Responsibilities

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

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

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

- Provide correct information (in most instances, misreporting information on financial aid application forms is a violation of federal law and may be considered a criminal offense under the U.S. Criminal Code)
- Read, understand, and keep copies of all forms for which the student supplies a signature
- Comply with the terms of all agreements that are signed
- Register for all classes that the student will be attempting during any one semester, before the final date to register for classes

Students have the right to know the following:

- What financial aid programs are available
- The deadlines for submitting applications for each of the available financial aid programs
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for those decisions
- How financial aid is determined (this includes knowing the basis for the cost of attendance budget and how these budgets were determined: tuition, fees, room and board, transportation, books and supplies, and personal and miscellaneous expenses)
- How much financial need has been met, as determined by the institution
- An explanation of the various programs in their financial aid package
- The school refund policy as stated in this University catalog
- How the school determines standards of academic progress and the consequences of failure to meet these standards
- What portion of the financial aid received must be repaid and what portion is gift aid; and if they receive a loan, the right to know the interest rate, the total amount that must be repaid and the repayment procedures, the length of time they have to repay the loan, and when repayment is to begin.

Contact the Financial Aid Office for additional information.

Description of Financial Aid Programs and Services

Federal Gift Aid

Federal Pell Grant

Gift assistance based on need awarded through the federal government. The amount changes annually, based on appropriations. Students must apply by filing the FAFSA.

Federal Supplemental Educational Opportunity Grant

Students must apply for this federal gift assistance by filing the FAFSA. Preference is given to those applicants with exceptional financial need. The amounts are awarded based on the funds available.

State of Michigan Gift Aid

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

Michigan Tuition Grant (MTG)*

Michigan residents are awarded Michigan Tuition Grant (MTG) solely on the basis of need and is available only at independent Michigan colleges and universities. Students must apply by completing the FAFSA by March 1. Davenport University must be listed as the first college of choice on the FAFSA. No minimum grade point average is required but students must meet standards of academic progress. Students enrolled at least half-time are eligible if need is established. Students must reapply each year. Michigan residency is required from July 1 of the year before enrollment. MTG is awarded based on the minimum amount set by State law. The Michigan Office of Scholarships and Grants (SSG) sets the final amount generally in late July, after the State budget is approved. Once SSG sets the final award amount, Davenport updates student awards to match the new amount.

Michigan Competitive Scholarship (MCS)*

The Michigan Competitive Scholarship (MCS) program is based upon the ACT/SAT test students take in high school and demonstrated financial need. Students must apply by completing the FAFSA before the priority deadline of March 1. Eligibility is limited to 10 semesters and within 10 years of high school graduation. Davenport University must be listed as the first college of choice on the FAFSA. Students enrolled at least half-time are eligible if need is established and students must maintain a CGPA of 2.0 or greater. Michigan residency is required from July 1 of the year before enrollment. MCS is awarded based on the minimum amount set by State law. The Michigan Office of Scholarships and Grants (SSG) sets the final amount generally in late July, after the State budget is approved. Once SSG sets the final award amount, Davenport updates student awards to match the new amount.

Tuition Incentive Program (TIP)*

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

To qualify, students must fulfill the following conditions:

1. Be a U.S. citizen or resident alien and resident of the state of Michigan.
2. Be identified as Medicaid eligible by the Michigan Department of Human Services.
3. Have completed high school requirements before reaching 20 years of age.

4. Be enrolled at least half-time during the academic year and pursuing a certificate or an associate degree.
5. Must complete the acceptance form mailed to them before graduation from high school.
6. Initiate enrollment at a participating college within four years after high school graduation or GED completion. All benefits must be used within 10 years after high school graduation or GED completion.
7. Must complete the Free Application for Federal Student Aid (FAFSA).

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

Other State Programs*

Please review davenport.edu, State of Michigan Financial Aid web page for more details on the programs noted above as well as any other aid programs that may be offered by the state.

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

Student Employment

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

Educational Loan Programs

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

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

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

PROGRAMS LESS THAN ONE YEAR IN LENGTH

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

TRANSFER STUDENTS/PRIOR ATTENDANCE

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

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is an educational loan for students enrolled at least half-time. Financial need is a requirement. The maximum loan amount for freshman is \$3,500; for sophomores, it is \$4,500. The maximum for juniors and seniors is \$5,500. Interest rates change annually effective each July 1st. Repayment normally begins six months after half-time enrollment ceases. The standard length of the repayment period is 10 years; this can be extended to 25 years for qualifying students. Please refer to the "Loan Fees and Interest Rates" section of the Financial Aid section of the Davenport website.

Federal Direct Unsubsidized Loan

Students who may not qualify for a Federal Direct Subsidized Loan or who qualify for only a partial Federal Direct Subsidized Loan may qualify for educational loans not based on financial need, such as the Unsubsidized Direct Stafford Loan. The same terms and conditions as for the Federal Direct Subsidized Loan apply, except the borrower is responsible for interest that accrues while in school. Interest rates change annually effective each July 1st. Depending upon their eligibility, students might receive both Subsidized and Unsubsidized Direct Stafford loans totaling up to the applicable loan limit. Dependent students may borrow an additional maximum of \$2,000 per loan period.

Independent students may borrow an additional maximum of \$6,000 as freshmen or sophomores. The maximum for independent juniors and seniors is \$7,000.

Federal Direct PLUS Loan

PLUS loans are educational loans not based on financial need that are available to parents of dependent students who have no adverse credit history. Parents may borrow up to the maximum cost of education minus estimated financial assistance per dependent at a fixed rate of interest and a loan fee. Interest rates and loan fees change annually. Please refer to the "Loan Fees and Interest Rates" section of

the Financial Aid section of the Davenport website. Repayment begins within 60 days after the final loan disbursement is made. Under some circumstances, parents may postpone repayment of principal and interest through deferment or forbearance. In a standard repayment plan, parents may have up to 10 years for repayment.

Other Loan Information

Alternative Loans

Many alternative educational loans are available. These are consumer loans, not federal aid, and may have income requirements and credit checks. Contact the Financial Aid Office for more information on alternative loans or the Elm Select website at elmselect.com/#/. Students have the right to choose any lender who participates in alternative student loans.

Default and Overpayments

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

Financial Aid Services

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

Financial Aid Standards of Academic Progress

Undergraduate students are required to make satisfactory academic progress toward their degree or certificate. All withdrawals, incompletes, and repeat coursework are taken into consideration when determining SAP (Standards of Academic Progress). Incompletes and withdrawals are counted as attempted credits, not completed credits, and do not affect the cumulative grade point average (CGPA). Transfer credits are counted as both credits attempted and credits earned, but do not affect the CGPA. Nontraditional awarding of credit, including credit by exam and credit for life experience is counted as both credits attempted and credits earned, but does not affect the CGPA. Standards of satisfactory academic progress applies to all students, regardless of enrollment status (full-time, 3/4 time, 1/2 time or less than 1/2 time) or program. All credit hours for which a student has incurred a financial obligation are considered.

Students are considered meeting SAP if they have at least a 2.0 (CGPA) and the percentage of credit hours successfully completed versus the hours attempted is at least at 67%. Students will be reviewed at the end of each semester for SAP. Accountability starts with the student's entry date at the University.

Students who do not meet the required standards of SAP will receive a **Warning** notice. While on a Warning status, students are eligible to receive financial aid and may only remain on Warning status for one semester. Students who are still below standards for a second semester will have their aid canceled. Students may appeal the loss of financial aid under the appeal policy outlined below.

Students are also reviewed each semester for compliance with the Academic Standards. If they are suspended from school under the academic standards policy, they will lose financial aid eligibility for that time period. If readmitted to the University, they may appeal for reinstatement of financial aid.

Maximum Timeframe

All students who receive financial aid must complete their program within 150 percent of the normal program length, as measured in semester credit hours. If they exceed the maximum timeframe, they are subject to the loss of financial aid, which can be appealed following the procedure outlined below.

The maximum timeframe will be adjusted on an exception basis for students who transfer in credits, change their majors or enroll in a subsequent degree.

Appeal and Reinstatement

Students who have lost financial aid eligibility for failure to maintain satisfactory academic progress will be notified in writing of the cancellation of financial aid and urged to contact the Financial Aid Office. Students with mitigating circumstances wishing to appeal the financial aid cancellation may do so, in writing, to the Financial Aid Office. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. A committee will evaluate the appeal and determine whether the student will be allowed to continue to receive financial aid on either a **Probation** or **Academic Plan** status.

The student's appeal must include the following:

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

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

The materially complete appeal must be submitted by the start of session two in order to be considered for the current semester. All appeals received after that date will be considered for the subsequent semester. The appeal should be submitted at least two weeks prior to the start of session two, to allow the appeals committee time to review the appeal and request additional documents if necessary. Please refer to the academic calendar for semester and session start dates.

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

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

Student progress will be reviewed every semester while on Academic Plan. If a student fails to meet the requirements of the Academic Plan, he or she will become ineligible for financial aid and can appeal. If an appeal is approved and the student resumes their education on an academic plan status and fails again, a third appeal may be permitted for students who have stopped out for a minimum of three years. If an appeal is denied, the student may resubmit an appeal to be considered for the subsequent semester.

Financial Aid Verification Policy and Procedures

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

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

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

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

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

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

Academic Year

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

Disbursement of Financial Aid

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

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

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

1. Federal and state grant aid is applied first.
 - a. MTG/MCS is applied to the tuition balance only.
 - b. Federal Pell and Federal Supplemental Grant funds are applied next and may be used to cover campus housing and/or fees or books.
2. Other outside funds, such as Vocational Rehabilitation, agency funding, or BIA awards, are applied after other grant aid. Generally such agencies are billed for the tuition due after all other grant aid has been applied to the student's account. (Some outside awards may have restrictions, such as covering only tuition and books.)
3. Most institutional scholarships/grants have both per semester and annual limits (details available on the Davenport website) and are applied to a student's account to cover any balance due only after all federal and state aid, excluding student loans and work-study, have been applied. Institutional scholarships will not result in a refund to the student. External scholarships (e.g. Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.
4. Tuition grants given by the University are applied after all other grants and scholarships are applied to charges. Students can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship. Students who are eligible for both a DU institutional scholarship and a tuition grant due to a Davenport partnership agreement will receive the more beneficial program.
5. Student loans are applied to cover any remaining balance on the student's account as they are received and properly endorsed, if applicable.

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

Required Annual Notification of Authorization Provisions

To all students and parents: If you give Davenport University written authorization (1) to use Title IV federal student aid funds to pay for charges other than tuition and fees, such as books, and/or (2) to hold any financial aid funds in excess of

the current semester charges on account to be applied to subsequent semester charges, that authorization will be valid during the students' enrollment at Davenport University. Authorization can be cancelled or modified at any time, but will not be retroactive.

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

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

Course Program of Study (CPOS)

Course Program of Study (CPOS) is a federal requirement that only courses that count toward a student's program of study are counted in the student's enrollment status when determining Title IV aid eligibility. At Davenport University, CPOS applies to federal and state aid. CPOS does not affect institutional or athletic aid.

Repeat of Courses

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

Financial Aid History

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

Student Classification

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

Enrollment Status

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

- Full-time = 12 credits or more per semester
- Three Quarter Time = 9-11 credits per semester
- Half Time = 6-8 credits per semester
- Less Than Half Time = 1-5 credits per semester

Tuition Refund, Repayment, and Withdrawal Policy

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

How Are Tuition Refunds Calculated?

Refunds are calculated based on the day you submit written or in-person notice to your DU advisor. The date of official notice is used to calculate your refund amount, which is prorated. No refunds will be given without submitting written or in-person notice, except for Administrative Withdrawals in accordance with the Undergraduate Attendance Policy.

When Will I Receive My Tuition Refund?

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

Can Tuition Refunds be Applied to New Classes?

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

What if I Disagree with a Refund Calculation?

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

- Complete the Charge Appeal Form and provide supporting documentation explaining any extenuating circumstances on which the appeal is based.
- Students have up to 30 calendar days following the end of the semester in question.
- Students also receive a written decision on their appeal within 45 business days, based on the Appeals Committee review schedule.
- Students are allowed two (2) appeals for their lifetime at Davenport University.

If You Withdraw and Are a Financial Aid Recipient

When a financial aid recipient withdraws from all classes or does not complete all classes for which he or she is scheduled through the 60 percent point in time of the semester, the University calculates an amount to be returned based on the Refund, Repayment, and Withdrawal Schedule. The University calculates the amount to be returned in accordance with applicable federal and state

regulations. The financial aid earned by the student before withdrawal is determined by calculating the amount of the semester completed as of the date of official notice of withdrawal. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University or the student, or both, are required to return some portion of federal aid. Late disbursements for which students are eligible are required to be included.

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

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

Refund Policy

15 week and 12 week Semesters

Class starts on Monday:

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

Class starts on another day:

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

For 10 week and 7 week sessions

Class starts on Monday:

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

Class starts on another day:

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

Return to Title IV Policy

The amount of the semester students have completed as of the date of withdrawal is calculated by counting the number of calendar days that have elapsed in the semester and dividing that number by the total number of calendar days in the semester. Scheduled breaks of five days or longer are excluded from the calculation. Students who complete a session 1 class(es) and then withdraw from, are administratively withdrawn from, or drop all 15 week, 12 week, 10 week, or session 2 courses will be considered a withdrawal for the semester and a federal return calculation will be completed.

The amount of the semester completed by the student determines the earned and unearned amounts of aid. If the amount of federal aid already disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the University or the student or both. If the amount disbursed to the student is less than the amount the student earned, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not previously received. Students and/or parents will be notified of any post-withdrawal disbursement eligibility for student loan funds.

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

All Return to Title IV calculations are completed within 30 calendar days of the date of determination of withdrawal. Funds are returned to the US Department of Education within 45 calendar days of the date of determination. If a student is required to return funds to the US Department of Education (an overpayment), the student will be notified within 45 days of the date of determination. The student must repay the amount of the overpayment to the university in full within 45 calendar days of the date of the notice, or the debt will be referred to the US Department of Education for collection. In all overpayment situations, the student's overpayment status will be reported to the National Student Loan Data System (NSLDS). Students in overpayment are not eligible for federal financial aid at any institution.

Federal funds are returned in the following order, both by the University and the student:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Pell Grants
- Federal SEOG
- Other federal aid programs

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

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

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

Student Loan/PLUS Credit Balances

After student loans have been disbursed, money not needed for charges will be returned to an enrolled student within 14 calendar days of the date the funds are applied to the student's account.

Indebtedness

Students who are indebted to the University will not be permitted to re-register, receive a diploma or order an official transcript until all financial obligations are settled. However, a transcript may be sent directly to a potential/current employer. A transcript order may be processed when employment is listed as the order reason, a comment is entered explaining the order is for employment and the recipient is neither the student nor another school. The Registrar's Office has the discretion to question or reject orders based on history or collaboration with the Bursar's Office.

Davenport University Scholarships

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

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

Davenport University provides institutional funding for student scholarships based on several factors that include but are not limited to the following: merit, financial need, and/or other published scholarship criteria. All scholarship applicants must meet the following criteria:

- The student must file the FAFSA (excluding international students) or a FAFSA waiver.
- The student must meet specific criteria and deadline date as required for each scholarship.
- The student must provide the University with all requested information before the scholarship can be awarded.
- The student must maintain standards of academic progress.
- The student must be enrolled at least half-time (minimum 6 credit hours) except for the Study Abroad Grants.
- The award year for scholarships is defined as fall and winter semesters. Any unused funds for the award year may be used spring/summer (not to exceed the per semester maximum or annual limit).
- The student must begin using the scholarship within the award year of selection.
- International and Global Campus students are considered for all Davenport University institutional scholarships.
- Students can receive only one DU institutional scholarship within the award year. If a student qualifies for multiple scholarships, the student will receive the most beneficial scholarship. Students who are eligible for both a DU institutional scholarship and a tuition grant due to a Davenport partnership agreement will receive the more beneficial program.
- Most institutional scholarships have both per semester and annual limits (details available on the Davenport website) and can be used to pay for tuition, fees, and books after all federal and state aid (excluding student loans and work-study) have been applied.
- External scholarships (e.g., Rotary Clubs, churches, etc.) can be used to cover other University costs such as books or room and board, but will not result in a refund to the student.

Institutional Scholarship Appeal Process

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

- a. Students must submit a written appeal to the Financial Aid Office within 14 days of the end of the semester.
- b. Students submitting an appeal must meet standards of academic progress.
- c. Students must submit their request in writing. The written request must include the following:
 - i. An explanation of the mitigating circumstances
 - ii. Documentation that supports the appeal
- d. Appeals may be granted based upon the special circumstance(s) related to the lower GPA.
- e. Students may appeal the loss of scholarship eligibility once during their enrollment at Davenport University.
- f. If students are granted the appeal, they must maintain a semester GPA equal to or higher than the minimum GPA required by the particular scholarship they are receiving. (GPAs will be checked each semester.)
- g. The final decision rests with the Financial Aid Office.
- h. This policy applies to all institutional scholarship programs that are renewable.

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

NOTE: *Information about current Davenport University Scholarships and Grants, as well as the qualifications and criteria for each scholarship, can be found at davenport.edu/financial-aid/scholarships.*

Foundation Scholarship List

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

Accounting Annual Scholarship
Carol J. Adams Endowed Scholarship
Al-Andalus Endowed Scholarship
Michael D. Allie Endowed Scholarship
Alpha Iota of Grand Rapids Endowed Scholarship
Alticor Inc. Endowed Scholarship
Alumni Association General Scholarship
Alumni Endowed Scholarship
Alumni Scholars Legacy Endowed Scholarship
Paul Ames Memorial Scholarship
Amical Foundation/Donald J. Phillips Annual Scholarship
Charles "Andy" Anderson Memorial Endowed Scholarship
BDO USA, LLP Endowed Scholarship
Bank of America Endowed Scholarship
Amy Barnaby Memorial Endowed Scholarship
Dr. Ronald Bartson Memorial Scholarship
Battle Creek Employees Annual Scholarship
Batts Foundation Endowed Scholarship
Ed and Mako Bauer Endowed Scholarship
Linda L. Benedict Sales & Marketing Scholarship
Hy and Greta Berkowitz Memorial Scholarship
Michael Berry Endowed Scholarship
Beta Endowed Scholarship
Henry and Carolyn Bouma Endowed Scholarship
Ronald D. Brady Endowed Scholarship
Michael Braughton Endowed Scholarship
Rosemary Braun Memorial Scholarship
Frank Breukink Memorial Scholarship
Bronner's Christmas Wonderland Scholarship
Brooks Beverage Management Scholarship
Jack E. Brothers Endowed Scholarship
Paula Brown - Warren Campus - Endowed Scholarship
Thomas H. Brown, Ph.D. Endowed Scholarship
Wilma D. Brudy Memorial Scholarship
Marvin "Red" Brummel Memorial Scholarship
Jason Bruso Memorial Scholarship
John and Mildred Burt Endowed Scholarship
Thomas W. and Stacey A. Buschert Endowed Scholarship
Louis V. and Catherine Buzzitta Endowed Scholarship
Dr. Linda Lindsay Byington Endowed Scholarship
Nilda Caceres Memorial Scholarship
Jerry and Suzanne Callahan Endowed Scholarship
Canteen Services, Inc. Scholarship
Thomas A. Carey Endowed Scholarship
Rudolfo and Judith Cifolelli Endowed Scholarship
Casey J. Cossen, Jr. Endowed Scholarship
Nancy J. Coughlin Endowed Scholarship
College of Health Professions Endowed Scholarship
Comerica Bank Endowed Scholarship
Community Choice Credit Union Endowed Scholarship

Peter C. and Emajean Cook Endowed Scholarship
Lynda and Sam Cribari Annual Scholarship
Mila Crkovski Endowed Scholarship
Custer, Inc. Scholarship
D&R BPA Endowed Scholarship
Ralph, Berniece and Ralph Jr. Damstra Endowed Scholarship
Daoud Foundation Endowed Scholarship
Helen L. and Dallas L. Darling Endowed Scholarship
Davenport University Employees Endowed Scholarship
Davenport University Memorial Scholarship
John David Endowed Scholarship
Michael D. Davis Endowed Scholarship
Dearborn Agency Scholarship
Dearborn Exchange Club Endowed Scholarship
James N. DeBoer, Jr. (Metropolitan Hospital) Endowed Scholarship
Thomas Deem Endowed Scholarship
Kenneth H. & Carlene R. DeHaan Scholarship
Robert J. DenHerder Memorial Scholarship
E. Scott Derr Memorial Scholarship
Detroit College of Business Alumni Scholarship
Alfred and Eleanor Dinsmore Endowed Nursing Scholarship
John Dishaw Memorial Scholarship
Donald W. Maine College of Business Annual Scholarship
Door Family Endowed Scholarship
Droski, Lindsay & Meyers Endowed Scholarship
DU Alumni Association Panther Ambassador Scholarship
Thomas F. Dulude Memorial Scholarship
Dykhouse Construction Endowed Scholarship
Engineered Comfort Systems, Inc. Endowed Scholarship
Jenny Engle Endowed Nursing Scholarship
Entrepreneurial Endowed Scholarship
Roger E. Erickson Memorial Scholarship
Fairlane Car Wash Endowed Scholarship
Ronald E. Falk Endowed Scholarship
James A. Farmer, Sr. Endowed Scholarship
Farmers Insurance Annual Scholarship
Ned Fawaz Expression of Gratitude Endowed Scholarship
Matthew Brian Feko Memorial Scholarship
Fifth Third Bank Endowed Scholarship
Flechsig Family Endowed Scholarship
Flint Alumni Council Student Scholarship
Founders Endowed Scholarship
Helen Frays Memorial Scholarship
Larry D. and Judith C. Fredricks Endowed Scholarship
David and Judy Frey Endowed Scholarship
Dr. Robert and Christine Funaro Endowed Scholarship
Futures on the Frontlines of Healthcare Scholarship
GE Aviation Endowed Scholarship
GM Lansing Women's Club Endowed Scholarship
Geerlings Development/Scott Geerlings Endowed Scholarship
Daniel and Michelle Georgevich Endowed Scholarship
Genevieve Gibbs Endowed Scholarship
Gietzen Family Scholarship
Bruce W. Gilmore Memorial Scholarship
Godwin Hardware & Plumbing Endowed Scholarship
Rhonda Goodyke-Hoorn Memorial Scholarship

Grand Rapids Campus Annual Scholarship
 Grand Rapids International Entrepreneurship Fund Scholarship
 Grand Rapids Press Minority Endowed Scholarship
 GunnLevine Architects Endowed Scholarship
 H.B. Shaine & Company, Inc. Endowed Scholarship
 H.J. Heinz Company Endowed Scholarship
 H.S. Die & Engineering Endowed Scholarship
 Donald and Nancy Hamelink Endowed Scholarship
 Edward and Sandra Hanenburg Endowed Scholarship
 Norma Ann Hansen Endowed Scholarship
 Charles F. and Helen Harrison Endowed Scholarship
 Art and Betsy Hasse Endowed Scholarship
 Hearst Foundations Nursing Scholars
 William R. Heible Memorial Scholarship
 Alan G. Hering Endowed Scholarship
 Herman Miller Inc. Endowed Scholarship
 Brian and Tamra Hogan Endowed Scholarship
 Honors Accounting Annual Scholarship
 Aaron House Future Black Technologists Scholarship
 Howard Miller Company Endowed Scholarship
 Huntington National Bank Endowed Scholarship
 William and Beatrice Idema Endowed Scholarship
 Betty Igrisan Memorial Endowed Scholarship
 Initech Global Technology Endowed Scholarship
 Interphase Office Systems Endowed Scholarship
 Islamic Institute Expression of Gratitude Endowed Scholarship
 Johnson Controls Endowed Scholarship
 Jim and Ginger Jurries Endowed Scholarship
 Kalamazoo Employees Endowed Scholarship
 Tim and Diane Kalota Endowed Scholarship
 Gerrit and June Kamphouse Endowed Scholarship
 Kane Group, Inc. Endowed Scholarship
 Kane Group, Inc. Endowed Scholarship (Grand Rapids Area)
 Angeline Keller Endowed Scholarship
 John P. Keller Endowed Scholarship
 William R. Kingma Memorial Scholarship
 Jean F. Kinsman Memorial Scholarship
 Keith and Kathryn Klingenberg Endowed Scholarship
 Knape and Vogt Manufacturing Co. Endowed Scholarship
 Mary Walsh Kole Memorial Scholarship
 Evans Koskos Memorial Endowed Scholarship
 Kenneth Krug Memorial Scholarship for the College of Technology
 Robert and Ellie Kunkel Endowed Scholarship
 Lacks Enterprises Annual Scholarship
 Nichole Lake Memorial Scholarship
 Lansing Campus Annual Scholarship
 James and Clarine Lanting Calvin Christian Schools Endowed Scholarship
 James R. and Clarine L. Lanting Endowed Scholarship
 Judith A. Lettinga Memorial Scholarship
 Mary Kay Lettinga Memorial Scholarship
 Michael and Connie Lettinga Endowed Scholarship
 Sharon Lettinga Endowed Scholarship
 Wilbur A. Lettinga Endowed Scholarship
 William and Rochelle Lettinga Endowed Scholarship
 Les Lindsay Endowed Scholarship
 Jean E. Lindsey Memorial Scholarship
 Livonia Campus Annual Scholarship
 Edna Losgar and Marilyn Losgar Smith Memorial Scholarship
 Lou Holtz Foundation Endowed Athletic Scholarship
 Lowe Family Annual Scholarship
 Lumbermen's Incorporated Endowed Scholarship
 Jeff and Tanja Lumpp Annual Scholarship
 M.E. Davenport Family Endowed Scholarship
 MJK Architects Engineers Planners, Inc. Scholarship
 Maine Family Memorial Scholarship
 Marble and Tile (Dr. William Piersante) Endowed Scholarship
 Robert J. and Inez M. McBain Endowed Scholarship
 Emerson G. McCarty Endowed Scholarship
 McDonald Plumbing Endowed Scholarship
 Anna B. McPherson, RN Endowed Scholarship
 Medical Assistant Endowed Scholarship
 Meijer, Inc. Endowed Scholarship
 Dr. James & Barbara Mendola Endowed Scholarship
 Gabriella Mervic Endowed Nursing Scholarship
 Michigan Office Solutions Endowed Scholarship
 Michigan Youth Appreciation Foundation Scholarship
 Midland Campus Annual Scholarship
 Midwest Health Center (Dr. Mark Saffer) Endowed Scholarship
 Barbara A. Mieras, Ph.D. Endowed Scholarship
 Julie and Andrew Milanowski Annual Scholarship
 Martin Morales Minority Endowed Scholarship
 Wendy and Matt Morrow Endowed Scholarship
 Dr. Alberta Muirhead Endowed Scholarship
 John A. and Elinore Mulder Endowed Scholarship
 Tim and Diane Mulder Endowed Scholarship
 Patrick and Katherine Mullen Endowed Scholarship
 John H. Myaard Endowed Scholarship
 Blaise Newman Memorial Endowed Scholarship
 Dr. Donald and Alice Nichols Endowed Scholarship
 Dr. Woldemar H. Nikkel Endowed Scholarship
 Dr. Frank Novakowski Honorary Endowed Scholarship
 Roger W. O'Halla Endowed Scholarship
 Mike and Deb Ohlman Panther Soccer Fund Scholarship
 Josephine M. and John Oonk Jr. Memorial Scholarship
 Robert T. Orlikowski Memorial Scholarship
 Chris and Joan Panopoulos Endowed Scholarship
 Dr. Charles and Sydel Pappas Endowed Scholarship
 Perrigo Company Endowed Scholarship
 Phillips Wilson Family Annual Scholarship
 Gordon H. Poll Memorial Scholarship
 Powell Moving and Storage, Inc. Endowed Scholarship
 Thomas Fisher Reed Memorial Scholarship
 Mande Rick Annual Scholarship
 Rockford Construction Company, Inc. Endowed Scholarship
 C. Dexter & Sandra Rohm Endowed Scholarship
 Pauline Roskam Memorial Scholarship
 Kevin L. Rotman Memorial Scholarship
 Charles and Stella Royce Endowed Scholarship
 Bernice G. Rudzinski Memorial Endowed Scholarship
 Yvette Russell Annual Scholarship
 Robert and Ellen Sadler Endowed Scholarship
 Sara Lee Endowed Scholarship
 Robert and Helen Jean Schmiedicke Endowed Scholarship

Sandra Scoville (Flint Campus) Endowed Scholarship
 Francine (Neve) Sherman Memorial Endowed Scholarship
 Signature Applications, LLC Annual Scholarship
 Mike and Betty Sleva Endowed Scholarship
 Dr. Robert W. Sneden Endowed Scholarship
 Robert W. and Margaret D. Sneden Endowed Scholarship
 Southeast Michigan Alumni Endowed Scholarship
 SpartanNash Endowed Scholarship
 Eleanor Spidell Endowed Scholarship
 John and Judy Spoelhof Endowed Scholarship
 Janice K. Stauffer Memorial Scholarship
 David J. Steenstra, Ph.D. Endowed Scholarship
 Senator Glenn D. Steil Memorial Scholarship
 Larita Stephanak Annual Nursing Scholarship
 Stephen A. and Ruth Stream Endowed Scholarship
 Carroll & Frances Streeter Endowed Scholarship
 Student Veterans of America Annual Scholarship
 Study Abroad Annual Scholarship
 Jerry and Judy Subar Endowed Scholarship
 Tim and Bob Sullivan Annual Scholarship
 Jacqueline D. Taylor Endowed Scholarship
 TCF Bank Endowed Scholarship
 Kristin M. Ten Harmsel-Anderson Memorial Scholarship
 Aubrey J. Terbrack Endowed Scholarship
 Richard and Gretchen Tierney Endowed Scholarship
 Terri Tomaszck Endowed Scholarship
 Tournament of Friendship Endowed Scholarship
 Lisa Trombley Endowed Scholarship
 TrueNorth Endowed Scholarship
 Elton Carl and Margaret E. Twork (Underwood) Endowed
 Scholarship
 Universal Forest Products Endowed Scholarship
 Carol Van Andel Leadership and Organizational
 Performance Scholarship
 Fred E. and Gretchen Vandenberg Endowed Scholarship
 John S. Vander Heide, III Memorial Scholarship
 Herman and Jennie VanderLaan Memorial Scholarship

Roger and Clare VanderLaan East Endowed Scholarship
 Roger and Clare VanderLaan Lettinga Endowed Scholarship
 Roger and Clare VanderLaan West Endowed Scholarship
 P. Robert and Charlene Vanderson Endowed Scholarship
 Bernard & Jean VanderVeen Endowed Scholarship
 Vander Wall Family Memorial Scholarship
 Van Dyken Mechanical Endowed Scholarship
 Varnum Diversity Scholarship
 Dave Veneklasen and Family Annual Scholarship
 Vidro Family Entrepreneurship Endowed Scholarship
 Voetberg Scholarship for Students with Disabilities Endowed
 Scholarship
 Volk Family Endowed Scholarship
 Elmer Vrugink, Ph.D. Endowed Scholarship
 Beverly Wall Annual Memorial Scholarship
 Mary Warner Endowed Scholarship
 Russel Warner Endowed Scholarship
 Warren Campus Annual Scholarship
 Tyrus R. Wessell Endowed Scholarship
 West Side Beer Distributing Endowed Scholarship
 Jane Wetherell Memorial Scholarship
 Irving and Birdella White Endowed Scholarship
 Hugh and Melbarose Wichert Endowed Scholarship
 Kathryn L. Wiese Endowed Scholarship
 Jennifer Phillips Wilson Endowed Scholarship
 Wright Family Endowed Scholarship
 Antoinette (Toni) Wykstra Memorial Endowed Scholarship
 Bruce & Lavina Wynalda Endowed Scholarship
 Kenneth and Carole Yerrick Endowed Scholarship
 George L. Young Memorial Scholarship
 Max and Micki Young Endowed Scholarship
 Kathryn and Harold Zahm Memorial Scholarship
 Ron Zoulek Memorial Scholarship
 Jeff and Trisha Zylstra Family Endowed Scholarship

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

STUDENT SERVICES AND AFFAIRS

Advising

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

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

Payment of tuition and fees can be made online through the Student Payment Center. Any questions regarding these payments can be handled by contacting the University Bursar's Office.

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

Advising for student-athletes is handled by designated advisors who understand and abide by the NCAA eligibility requirements.

Career Services

MISSION:

Career Services is committed to cultivating and connecting Davenport University's talent with employers in today's global marketplace.

At Davenport University, student professional and career development begins the moment you arrive. Students are expected to schedule their first interactions with Career Services within the first 2 semesters of attendance and continue through graduation.

Students should expect to meet with Career Services on the following topics:

- Career and Professional Development Planning including:
 - Understanding and acknowledgment of the **Employment Guarantee**
 - Introductions to Strategic Career Planning in the classroom, at events designed for all students and through 1:1 career advising
- Career Research and Career Skills Development including:
 - Interest assessment for Major selection and career option planning
 - Soft skills development, professional networking and **Excellence System** expertise
 - Creating dynamic, adaptable resumes, cover letters, professional portfolios, and effective online and social media profiles
 - Strategic job search strategies, utilizing groups, clubs, associations, and volunteerism, career fairs and other effective career access tools
- Experiential Learning and Internship Opportunities through:
 - *Handshake*, DU's automated internship application, online job board and employer access system
 - Career Fairs, forums and recruitment events
 - DU's internship seminars and meeting with your Career Services Coach and Academic Internship or Practicum Manager

All new DU students, current students and students nearing graduation should contact career services once each semester for a career development checkup. Scheduling an appointment is easy through *Handshake* at davenport.joinhandshake.com.

Email

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

Student Identification (ID) Cards—Panther OneCard

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

Change of Name, Address, Phone Number, or Email

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

Student Access

Accommodations for Students with Disabilities

Students may request reasonable accommodation as a result of a qualifying disability as defined by Federal legislation within the Americans with Disabilities Act (1990), the Americans with Disabilities Amendments Act (2008), or Section 504 of the Vocational Rehabilitation Act (1973). Davenport University will not discriminate against any otherwise qualified student or applicant with respect to any terms, privileges, or conditions of a student's admission, educational program, or activity because of a disability. It is the students' responsibility to contact a Student Access Coordinator at their campus to initiate and fulfill the accommodation process. The process is not retroactive.

Accommodations are intended to provide equal access to education for students, not fundamentally alter the course or program. Davenport University seeks to accommodate students with disabilities on an individual basis based on assessments documented by a qualified professional and approved through the Center for Campus Life.

Any information provided on a voluntary basis shall be used for the sole purpose of assessing accommodation requests and minimizing competitive disadvantages that are directly related to the student's documented disability. There are no limitations on the number of persons with disabilities who may be admitted or enrolled, nor the number of accommodations granted.

Students should request accommodations as early as possible in order to have proper documentation ready for their faculty at the start of the semester.

- Students can complete the electronic Accommodation Request Form found on the Student Access website, or email the Accommodation Request Form & Medical Documentation to their Student Access Coordinator.

Forms, contact information, and other accommodation information are located on the Student Access page of the Davenport website (<http://www.davenport.edu/campus-life/student-access>).

Counseling Services

Davenport University has partnered with Pine Rest to offer counseling services free of charge for all campuses. Students will be seen in-person at the W.A. Lettinga Campus and via TeleTherapy for other campus locations. Appointments can be scheduled by calling (616) 891-8770.

In addition to counseling appointments, an on-call licensed clinician will be available 24 hours a day, 365 days a year for Davenport students needing same day support. Please call the following numbers and within one hour, a clinician will connect with you directly:

9am - 8pm (EST) (616) 258-7500
8pm - 9am (EST) (616) 455-9200

Students who would like information about counseling services should contact their advisor or the Center for Campus Life.

Housing and Residence Life

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

Dining Services

Davenport University Dining is dedicated to providing our guests with fresh, sustainable, innovative and customized hospitality experiences using quality products with high standards in service excellence. There are three dining options on the W.A. Lettinga campus, including the Panther Den retail operation located in the Fred & Lena Meijer Academic Building, The Hub located in the Donald W. Maine College of Business Building and the Dining Hall located in South Hall. All three locations accept cash, credit and Dining Dollars.

All students residing in South, Cook and Meijer Halls are required to participate in a meal plan. These requirements are based on which building a student resides. There are also meal plans available to purchase for anyone not currently part of the housing community or for students residing in Panther Woods or Panther Ridge. Meal plans are accepted only in the Dining Hall, which offers all-you-can-eat, all day access to buffet style dining.

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

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

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

Student Life

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

Students are encouraged to visit Engage@DU, an online involvement platform for the DU community. It can be accessed through your Student Connection tab on the Davenport website or at <http://engage.davenport.edu>. Click the "log-in" button and sign in with your DU credentials. Engage@DU has an events calendar, volunteer opportunities, student organization information, and more. For more information, please visit the Center for Campus Life, call 616.554.5095 or email student.life@davenport.edu. Students can find out what is going on by visiting Engage@DU, the Student Life website (<https://www.davenport.edu/student-life>) or on multiple social media platforms.

Student Insurance

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

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

Intercollegiate Athletics

Davenport University's Intercollegiate Athletic Program is a member of the NCAA (National Collegiate Athletics Association), ACHA (American Collegiate Hockey Association) at the Division I, Division II, and Division III levels, USBC Collegiate (U.S. Bowling Congress), NCA (National Cheerleaders Association), NDA (National Dance Alliance), NCVF (National Collegiate Volleyball Federation) and USA Rugby.

All participants must be eligible based on their team's national affiliation. Eligibility rules are very detailed. Please contact the Athletic Department for more information.

If you are interested in competing at the intercollegiate level, complete and submit a participation form (found online at www.dupanthers.com) or contact the Athletic Department at (616) 871-6182. All of Davenport University's intercollegiate programs are based out of the Grand Rapids W.A. Lettinga Campus.

The programs currently offered are:

Men's

- Baseball
- Basketball
- Bowling
- Cross-Country
- Football
- Golf
- Ice Hockey
- Indoor Track & Field
- Lacrosse
- Outdoor Track & Field
- Rugby
- Soccer
- Swimming and Diving
- Tennis
- Volleyball
- Waterpolo
- Wrestling

Co-ed

- Pep Band and Marching Band
- Esports

Women's

- Basketball
- Bowling
- Competitive Cheer
- Competitive Dance
- Cross-Country
- Golf
- Ice Hockey
- Indoor Track & Field
- Lacrosse
- Outdoor Track & Field
- PomPon
- Rugby
- Sideline Cheer
- Soccer
- Softball
- STUNT
- Swimming and Diving
- Tennis
- Volleyball
- Waterpolo
- Wrestling

Please visit us at <http://www.dupanthers.com/> or inquire about future athletic programs to be offered at Davenport University.

Davenport University Alumni Association

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

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

Alumni Benefits

Anyone who has earned a degree or certificate from Davenport University or one of its antecedent institutions receives free membership to the Alumni Association. Your membership entitles you to free services, including networking opportunities, benefits, events, discounts and so much more:

- Lifetime career services, including access to Davenport's online career portal.
- Career networking, professional development and fun social events.
- Free lifetime brush-up classes—Alumni are eligible for free brush-up classes on a space-available basis. This applies only to courses successfully completed at Davenport. The courses must be either still active or have current equivalencies and they must have been part of the individual's graduation requirements. Free brush-up classes may not be used for laboratory courses, clinical or practicum experiences or internships. Students who have a financial obligation to the University are not eligible for free brush-up classes. Contact an advisor for full details.
- Access to the Davenport library and computer labs at no charge (you must have an alumni membership card that you can request at Davenport.edu/Alumni).
- In addition, a variety of insurance, shopping, travel and service discounts are available at Davenport.edu/Alumni.
- For more information on alumni benefits and services, please email alumni@davenport.edu or visit our website at Davenport.edu/Alumni.

ACADEMIC POLICIES & PROCEDURES

Foundations of Learning Program

All first-time-in-any-college students are placed into English and mathematics courses based upon an entrance assessment unless there are qualifying ACT or SAT scores on file. Students who transfer from other institutions without college level credit for English or mathematics will also participate in the entrance assessment. Students testing into pre-college English will be placed in ENGL021, which must be completed before enrollment in the college-level English course ENGL109. Students testing into pre-college mathematics will be placed in MATH030 before enrollment in MATH120 or MATH125. Students must earn a “C” or better in each Foundation of Learning course before advancing to the next level of English and/or mathematics. Grades in Foundations of Learning courses are not calculated into a student’s Grade Point Average since they represent pre-college mastery of content. Students are encouraged to take advantage of all academic support services, like tutoring, available at their campus or online.

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

Freshman Seminar

ACES100	Achieving Career and Education Success
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Foundations of Excellence

COMM120	Presentation Techniques
HUMN101	Arts and Culture
PSYC101	Introductory Psychology
PSYC113	Stress Management for Life
PSYC127	Healthy Living
SOCY101	Introductory Sociology

Foundations of Business, Technology, or Health Professions

BITS101	Computer Essentials
CISP100	Introduction to Computers
CISP111	Requirements Planning and Development

Educational Options

Double Degree

A student may earn double degrees (two associate degrees or two bachelor degrees) only by fulfilling the requirements for two differently titled degrees, such as a BBA and a BS. In

order to earn the second degree, the student must complete all the degree requirements and fulfill all residency requirements for both degrees. Two of the same degrees (such as two BBAs) will not be awarded from Davenport University at the same time with requirements that only differ in the chosen majors (see double major).

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

Double Major

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

Double Specialties

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

Minor

A minor is a set of courses outside of a student’s major that enhances advanced studies or career opportunities through knowledge gained beyond that of the student’s major. A minor shall consist of 15 to 23 credits. Courses from the student’s Foundation of Excellence and/or the Foundations of the discipline program may be used to fulfill the minor requirements, as long as the credits from those foundational courses equal less than 50% of the required credits of the minor. If a student’s foundational courses satisfy more than 50%, then approved substitutions from the department chair of the minor discipline will be required. A minimum of 25% of minor credits must be earned at Davenport University. Minors are optional, not required.

Auditing Courses

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

Competency Examination

Students may take each of the University's standardized competency examinations only once to attempt earning credit for specified courses. Students may not take this option if they have previously received a failing grade in the course. Students who pass the assessment will be granted credit in the course. Competency examination assessments and prior learning assessment count toward residency.

College of Arts and Sciences

BIOL120	Essentials of Anatomy and Physiology
BIOL131	Introduction to Human Disease
ENGL110	Advanced Composition (Credit may only be earned if ENGL109 has been successfully completed previously.)
STAT220	Introduction to Statistics (Prerequisite: MATH120 or MATH125)

College of Health Professions

HLTH110	Medical Terminology
HLTH220	Pharmacology

Credit through Prior Learning Assessment (PLA)

Academic credit for a course may be awarded to those students who produce a completed petition detailing college-level learning gained through experience. Consideration will be given to learning gained through career and personal experience in job-related activities and community participation, or from training at specialized schools or testing programs. The petitions are assessed by faculty evaluators, and credit is assigned based on merit. Students must use the University's format.

These hours may be applied toward the residency requirement.

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

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

Credit Hour Definition

A credit hour is a unit of measure that reflects the amount of work represented in intended learning outcomes and is verified by evidence of student achievement. It is a measure of the quantity of student learning and is defined as one hour of classroom or faculty instruction and a minimum of

two hours of student work outside the class per week for the 15 weeks of a semester or the equivalent amount of work over a different amount of time.

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

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

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

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

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

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

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

Practicums, Internships, and Experiential Classes: Davenport University has determined that one semester credit hour for all practicums, internships and experiential learning courses will require a minimum of 50 hours of student activity per credit hour awarded.

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

Class Formats

Davenport University offers a variety of formats in which classes may be taken, designed to fit various learning styles and student needs. Not all formats may be available at each campus. Some classes may only be available in the online format due to limited in-seat course offerings at certain campuses. Students should contact Student Services for the classes and formats offered at their campus.

Traditional In-Seat

In this traditional format, class meets in-seat for 100% of the required contact hours. Most traditional classes are scheduled to meet weekly or twice-weekly; a smaller number of sections are scheduled to meet three times per week. The length of each class session is determined by the number of meetings per week and the number of credit hours or contact hours (whichever is greater) associated with the course.

Seven-Week Blended In-Seat with Online

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

Seven-Week Condensed In-Seat

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

Independent Study

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

Online

Online courses provide students with asynchronous learning, using state-of-the-art technology. This course format requires logging in and student engagement with course material and/or participation to meet assignment deadlines for approximately 18-20 hours per week. **Please note**, individual students may require more (or less) time depending on their personal level of experience with the material, level of experience with computers and the speed of internet connection. Technology requirements for Online classes can be found at <http://my.davenport.edu/global-campus/technology>.

Flexible Course Delivery

The Flexible Course Delivery (Flex) format is a fusion of the Real Time Virtual (RTV), the Traditional In-Seat, and the Online course delivery formats. In this format, all course activity is synchronized around the in-seat or RTV course meeting date(s) and times where the instructor provides weekly instruction that may be accessed through any of the formats. Students may freely switch between the delivery formats during the course. Note that the traditional in-seat option may be available at the location where the course is scheduled.

Real Time Virtual (RTV)

The Real Time Virtual option provides students with a synchronous learning opportunity where students interact with each other and the instructor during specific meeting days and times using desktop video conferencing. Students may participate in the class session from their home computer or other workstation as long as technology specifications are met. For those students who do not have their own computer access, a computer workstation will be available on a Davenport campus. Technology requirements for RTV classes can be found at <http://my.davenport.edu/global-campus/technology>.

Internships

Davenport University believes that practical experience in the field of study is an integral part of a student's preparation for career success. In recognition of this, many degree programs have a required internship experience while other programs offer an elective internship option. These work experiences must be related to the student's field of study and approved by the Department Chair before enrolling in the course. Some internship experiences require a minimum GPA for enrollment and the internship site may require that a criminal background check and drug screen process be completed. Students are encouraged to see their Advisor for details. It is required that the student contact The Office of Experiential Learning two semesters prior to scheduling for an internship experience. Students will receive a letter grade for internship courses. Refer to the Davenport University website for updated Internship Policies and Procedures and necessary forms at <http://my.davenport.edu/internships>.

Experiential Learning and Service Learning

Davenport University supports professional and civic engagement of students outside the classroom as a means to help prepare them for careers and for lifelong involvement in their communities as active citizens. This is accomplished, in part, through Service-Learning (SL) and Experiential Learning (EL) opportunities embedded in academic courses. SL or EL designated courses can involve directed individual or group projects, student placements, field experiences, or other assignments which require completion of hours outside of class time and structured reflection on the experience. Some DU course sections

require students to participate in SL or EL and in others it is optional. The average EL or SL project may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.

Students in bachelors-level programs must complete at least three (3) credits of internship or field experience to meet the experiential learning requirement of their degree plan. If additional credit hours for the internship are desired, students should consult their advisor and internship manager. Internship courses can also be repeated for credit if the student secures a new internship opportunity/position.

Experiential Learning (EL) Course Designation:

A course section is designated as EL if:

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

Sample EL Course Designation Format:

SOSC201: Diversity in Society (EL)

Service-Learning (SL) Course Designation:

A course is designated as SL if:

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

International Study Opportunities

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

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

The short-term faculty-led programs are group study experiences led by Davenport faculty and involve earning up to six credits. Students can study finance and leadership in London, experience 5,000 years of tradition in China, tour multinational corporations in Germany and the EU, learn about global economics amid the diversity of flora and fauna in Kenya, study Spanish in Costa Rica, explore the roots of the U.S. jurisprudence system in London and the Hague and conduct comparative studies of healthcare systems in Europe. Short-term programs are continually developed for students and the variety of locations and courses will increase.

Due to Davenport's affiliate membership with the American Institute for Foreign Studies (AIFS), and its most recently acquired affiliation with GlobalLinks Learning Abroad, Davenport students can choose from over thirty locations around the world including some in Asia, Europe, Africa and Australia.

Many types of financial aid may be used to offset the costs of study abroad, such as loans, scholarships and grants. Davenport provides study abroad grants for eligible students participating in its short-term programs, and students currently receiving financial aid may continue using it for approved programs such as those mentioned above.

Davenport's study abroad program is expanding and new opportunities are being explored and developed. In addition to the traditional study abroad experiences described above, internship, work and service-learning opportunities abroad are also being made available. For updated information, please view the university website at <https://www.davenport.edu/study-abroad> or visit the Student Connection, or speak with an academic advisor at your campus.

Requirements and Limitations

Dropping and Adding Courses

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

Course Load

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

Residency Policy

The University Policy for residency is as follows:

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

Post-Baccalaureate Certificate	All credits required for the post-baccalaureate certificate
Bachelor's/Master's Degree (combined BBA/MAcc)	A minimum of 30 semester credits from 100–400-level courses, to include at least fifty percent of the courses in the major, plus all 500–700-level courses required
Bachelor's Degree	A minimum of 30 semester credits, to include at least fifty percent of the courses in the major
Associate Degree	A minimum of 15 semester credits, to include at least fifty percent of the courses in the major
Diploma	A minimum of fifty percent of the credits required for the diploma, of which at least two courses must be in the major

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

Post-Baccalaureate Certificate Requirements

An earned bachelor's degree is required before pursuing a Post-Baccalaureate Certificate. Courses completed as part of the earned bachelor's degree may not be used to fulfill requirements in the post-baccalaureate certificate. Any course substitutions utilized must be approved by the appropriate Department Chair.

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

Sequential Course Requirements

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

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

Undeclared Majors

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

Students may remain in the undeclared but degree seeking category for up to 25 semester credits if they are seeking an associate's or bachelor's degree. Once students have earned 25 credits toward an associate's or bachelor's degree whether these credits are from Davenport University or are transferred from another post-secondary institution, they must declare a specific major.

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

Students who have previously declared a specific major may not choose to have the undeclared but degree seeking status.

Re-Entry to the University

Re-entry students whose education has been voluntarily interrupted for one or more semesters (excluding Spring/Summer semester) will have to meet the course requirements within their elected degree program in effect at the time of re-entry.

Students re-entering the University after voluntarily interrupting their education for three (3) or more academic years will be required to change to a current academic program and meet University academic requirements in place at the time of re-entry.

College of Health Professions students who have stopped out and not attended for one or more semesters (excluding Spring/Summer semester) will be required to repeat the entire criminal background check and drug screen (CBC/DS) process in their first semester of re-entry to the College of Health Professions. *The College of Health Professions and the Nursing Program may have additional restrictions on re-entry into the clinical and practicum courses. Students should check the College of Health Professions Student Handbook or the Nursing Program Student Handbook for specific program or course re-entry requirements.*

Students re-entering the University should contact the Student Services Office for specific information on academic requirements at the time they re-enroll.

Undergraduate Policy on Re-entry after Suspension

A Davenport University undergraduate student who is on academic suspension from the University may apply for re-entry under the following conditions:

- There must be a lapse of at least one semester (including spring/summer) following the suspension.
- A letter requesting re-entry should be submitted to the Department Chair or Program Director. The letter should include reasons for the poor academic performance and provide a plan for improvement if reinstated. Students who have been reinstated must achieve at least a 2.0 GPA or better in each subsequent semester until their cumulative GPA is 2.0 or higher.
- The student will sign a Re-entry Following Suspension or Dismissal Statement acknowledging these conditions.

Undergraduate Policy on Re-entry after Academic Dismissal

A Davenport University undergraduate student who has been academically dismissed may not be reinstated at Davenport University unless:

- They are able to show evidence of successful college performance in another accredited college or university. Successful college performance will be shown by a minimum of nine transferable semester credits in courses that are indicative of a student's ability to perform in required courses at Davenport University.
- The decision regarding successful college performance will be made by the Department Chair or Program Director in consultation with the Registrar and Academic Operations.
- The Department Chair or Program Director or their designee will meet with the student to explain the conditions of reinstatement and to guide the student in course registration.
- Students who have been reinstated after academic dismissal must achieve a minimum of a 2.5 GPA in each subsequent semester of attendance.
- The student will sign a Re-Entry Following Dismissal Statement acknowledging these conditions.

Academic Fresh Start

Academic Fresh Start at Davenport University is a vehicle to assist students who were academically unsuccessful at the University.

Academic Fresh Start allows a student to begin with a fresh grade point average, but still retain credit for all grades of "C" or better.

Criteria:

To be eligible for Academic Fresh Start, a student must:

- Re-enter the University after an absence of at least (3) consecutive calendar years.
- Understand that all standards of academic and financial aid progress (SAP) apply.

- Earn at least 12 letter-graded hours after reentry (Foundations of Learning courses, credit/no credit, pass/fail or audited courses are excluded).
- Complete an Academic Fresh Start application and submit it to the Registrar. This request must be submitted prior to the end of the semester immediately following the semester in which the 12 letter-graded hours have been earned and must meet the following criteria which will be reviewed by the Registrar, the Director of Academic Operations, Student Services and a financial aid representative:
 - Earn at least a 2.5 GPA in all courses attempted after re-entry and it is recommended that no courses are withdrawn after the student has started their 12 hour attempt.
 - Courses must be part of the student's degree plan.

Application of Previously Earned Credit

It is the policy of Davenport University to acknowledge academic credits previously earned through Davenport University or one of its antecedents and to integrate that credit as fully as possible into a new degree program. Davenport University will assist students in choosing a program of study that will maximize the application of their earned academic credits.

Discontinued Program Policy

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

Minimum Grade Requirement

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

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

Grounds for Failure of DU Internship, Practicum, Clinical, or Co-op Experiences

Many degree programs require internships, practica, clinicals or co-op experiences as graduation requirements. Failing any of these experiences will affect a student's ability to graduate and may impact his/her continued enrollment at the university. Any problem a student encounters with an internship, practicum, clinical or co-op site should be immediately reported to the student's internship, practicum, clinical or co-op manager/coordinator and the course faculty member.

While every effort is made to ensure student success, the following constitute grounds for failure of an internship, practicum, clinical or co-op course at Davenport University:

- Failure to meet specific academic and performance requirements for the internship, practicum, clinical or co-op course, including not attending, or stopping attendance, at the organizational site
- An agency's or facility's request for removal of student from the experience
- Unsatisfactory evaluation by a site supervisor or preceptor
- Repeated unsatisfactory performance or a significant behavioral incident which jeopardizes the agency or facility and/or the liability and reputation of Davenport University
- Other student issues beyond the control of Davenport University

Students may appeal failure of an internship, practicum, clinical or co-op course through the process outlined by their particular college. However, no internship, practicum, clinical or co-op course may be repeated due to failure without explicit written permission from the Dean (or his/her designee) of the appropriate college.

Prerequisite Requirement

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

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

Repeating Courses

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

An exception to this rule is made for sequential courses. A student cannot retake the first course in a sequence if they have already received credit for the second sequential course.

(For example, students may not repeat Accounting Foundations I once they have credit for Accounting Foundations II.)

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

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

Graduation Requirements

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

Commencement Ceremony

A formal graduation ceremony is held annually near the end of winter semester for all graduates of the current academic year. The ceremony is open to students who have completed or will complete their course requirements by the end of the spring/summer semester and have met all relevant processing deadlines. All eligible students are encouraged to take part in the ceremony. Students planning to participate in the Commencement Ceremony must purchase their cap and gown online (cost will be approximately \$50 - \$60 depending on degree level). See the most current information on the Graduation Information website at <https://my.davenport.edu/central-records-office/graduation-information> and Commencement Ceremony website at <https://www.davenport.edu/commencement>.

Application for Graduation

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

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

Graduation Honors

Associate and bachelor degree students with a cumulative GPA of 3.50 or higher are recognized as honor graduates. The three honors categories are the following:

- With Highest Honor 3.90 to 4.00
- With High Honor 3.70 to 3.89
- With Honor 3.50 to 3.69

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

Coursework and Grades

Description of Course Numbering System

The first digit of the course number indicates the following academic level:

- | | |
|-------------------|---|
| ■ 000 level | Foundations of Learning courses (below college level) |
| ■ 100 level | courses primarily for freshmen |
| ■ 200 level | courses primarily for sophomores |
| ■ 300 upper level | courses primarily for juniors |
| ■ 400 upper level | courses primarily for seniors |
| ■ 500-700 | reserved for graduate courses |

Syllabi

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

Grading System/Scale

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of AU, CR, I, LATE, NC, P, W and WM are not included in the GPA calculation. However, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate, diploma, and degree-seeking students. Following is the grading system of the University.

Grade	Grade Point Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00 Failing: credit is counted in GPA but not as credit earned.
NF	0.00 No Show Failing: credit is counted in GPA but not as credit earned. Class was not officially dropped.
AU	Audit: by arrangement, completed during the drop/add period of each term. No credit is earned.
CR	Credit earned without calculation into the GPA/Completed Requirements.
I	Incomplete: given only when extenuating circumstances allow an agreement to be made between the student and instructor to complete the coursework after the semester has ended. Incomplete (I) grades are changed to Failure (F) if not completed 30 business days into the next semester.
LATE	Late grade: given when there is a delay in submission of grade.
NC	No credit/Not completed
P	Pass: credit earned without calculation into the GPA, considered equivalent to "C" (2.00) or better grade.
W	Withdrawal by official deadline determined by length of course. Students not withdrawing by the official deadlines who do not complete the course will receive a grade of "F".
WM	Withdrawal—Military

Letter grades that are followed by the *@ characters are given in all Foundations of Learning (below college-level) courses. These grades, such as A*@ or C*@, allow students to understand how well they performed in the course. A grade designated with the *@ characters will not be used in calculating the semester or cumulative GPA.

Students must have a cumulative GPA of 2.0 or higher plus a GPA of 2.3 or higher in their major to graduate. Students in the Nursing Program must also meet the 2.0 or higher cumulative GPA but they must achieve a GPA of 2.7 or higher in their major to graduate. Davenport University maintains a permanent academic record for each current and former student.

Final Assessment

To complete a course successfully, students must complete the final comprehensive assessment. Students who do not complete the final assessment will receive an “F” in the course. It is the student’s responsibility to contact the instructor or the University to see if a makeup final assessment is possible.

Withdrawals

It is the student’s responsibility to initiate all withdrawals at any time throughout the semester, and students are responsible for being aware of the last date to withdraw without academic penalty. All students wishing to withdraw from a course at any time after the start of the semester or session should contact their Academic Advisor. Absence from class is not a withdrawal. Students will receive an “NF” if they never attend and never officially withdraw. A grade of “F” is given if the student stops attending and/or fails to withdraw officially from a class. Students who officially withdraw from a class before the last date to withdraw without academic penalty will receive a grade of “W”.

Students will be administratively withdrawn for non-attendance following the Attendance Practice unless previous arrangements have been made with their instructor. The instructor should be notified of a planned absence a minimum of 24 hours prior to the course meeting time. Refer to the Attendance Practice in the catalog for more information.

If a student is forced to withdraw or fails to withdraw in a timely manner from his/her classes based on extenuating circumstances, there is an appeal process. The appeal process allows the student to explain the extenuating circumstances and request consideration regarding tuition and fee charges incurred from that withdrawal. Extenuating circumstances may include a serious illness of the student or his/her immediate family members, death of an immediate family member or a mandatory military commitment. Supporting documentation must be submitted with the appeal. Students may only submit two (2) appeals during their time as an undergraduate and graduate student at Davenport University. The appeal form and process, called the Reduction or Waiver of Charges Appeal, are found on the Student Connection at my.davenport.edu/office-accounting-services/bursar/billing-information/charge-appeal-form.

Incomplete Grades

If faced with an emergency such as a severe illness that prevents the completion of a course within the session/semester, students may request an Incomplete, using the Incomplete Request form. Students must have successfully completed at least 70 percent of the coursework for that course for the request to be considered. The faculty member may accept or deny the request. Documentation may be required. If accepted, the faculty member will sign the form and forward it to the Director of Academic Operations for final approval or denial of the request.

If approved, a grade of “I” will be recorded on the grade report. A copy of the Request Form will be filed in the Registrar’s Office, and the student and the faculty member will each receive a copy.

The maximum time allowed for an Incomplete is 30 business days after the start of the next semester. Faculty may designate fewer than 30 business days if they so choose. After 30 business days, the grade will automatically be changed to an “F”.

Students should be aware that an “I” grade in a course does not reflect credit in the course. If a course with an “I” grade is a prerequisite for another course, that other course may not be taken until the “I” grade has been changed to reflect a passing grade.

Because the Foundations of Learning courses are not used in calculating GPA, an “I” Incomplete grade is not permitted. Extenuating circumstances or an emergency as mentioned above may be discussed with the instructor and the Department Chair or Global Campus Associate Department Chair.

Final Grade Appeal

The Final Grade Appeal process should be used only when the student believes that the final course grade assigned is unfair. A Final Grade Appeal is not applicable if one of the following applies:

- Challenging a grade on an individual assignment unless it directly affects the final grade
- The student disagrees with the faculty member’s determination of mastery
- A grade penalty was assigned due to an Academic Integrity violation.

If any of the above apply, the submitted appeal will not be moved to Step 1 of the Final Grade Appeal process.

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The grade was assigned on the basis of something other than performance in the course.
- Standards utilized in the determination of the student’s grade are more exacting or demanding than those applied to other students.
- An error was made in calculating the grade.
- The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description or syllabus distributed at the beginning of the course.

NOTE: Grade appeals or other complaints based on charges of discrimination or sexual harassment should be submitted to a Title IX Coordinator or other office, pursuant to other University policies and procedures.

To see the steps to follow for this process, go to:
<https://my.davenport.edu/global-campus/current-students/university-academic-policies/final-grade-appeal>.

Grade Point Average

Students must maintain a minimum overall 2.0 cumulative GPA as well as a minimum of a 2.3 GPA in their major. Nursing students are required to meet a minimum 2.7 GPA in their major.

The cumulative GPA is determined by dividing the total honor (grade) points earned by the total credit hours attempted. Similar computations determine the cumulative GPA in the major. These calculations do not include grades or hours attempted and/or earned in noncredit courses, Foundations of Learning courses (000 level courses) or grades of AU, CR, I, LATE, NC, P, W, and WM. Grade point averages are calculated only on credits attempted at Davenport University.

Academic Honors Recognition

As part of its recognition of academic achievement, the University establishes the President's List and Dean's List at the end of each semester. The University also hosts an annual honors celebration. At this event, students who have distinguished themselves through academic excellence are recognized for their accomplishments. Many campuses also recognize students for their outstanding contributions in extracurricular activities and/or community service.

President's List and Dean's List

Each semester Davenport University recognizes undergraduate students who have achieved academic excellence. Whether a student is considered part time or full time Davenport wishes to acknowledge his/her academic success. Inclusion on the President's List or Dean's List is noted on the official transcript and a congratulatory notification is sent.

President's List Criteria

Students who receive a 3.80 or above semester GPA are eligible for the President's List if they meet the following conditions:

- The student earned six (6) or more credits for the semester and
- The six credits were earned for courses which were used in calculating the semester GPA.

Dean's List Criteria

Students who receive a 3.50 – 3.79 semester GPA are eligible for the Dean's List if they meet the following conditions:

- The student earned six (6) or more credits for the semester and
- The six credits were earned for courses which were used in calculating the semester GPA.

The President's List and Dean's List are generated at the end of the fall semester, winter semester, and spring/summer semester. Only the grade point average as of the end of each semester will be used to determine eligibility for this recognition.

Transcript Request Procedure

Official academic transcripts can be ordered online through the National Student Clearinghouse www.studentclearinghouse.org. This service allows secure ordering online 24/7 with the ability to track the order online. The current fee is between \$11.00 - \$15.25 per transcript, depending on which delivery option is chosen. This cost is subject to change by action of the Board of Trustees. Transcripts sent to students will be stamped "ISSUED TO STUDENT" and may not be accepted by another college/university or employer as official. Davenport University strongly recommends that transcripts be sent directly from the University to their final destination.

Students who are indebted to the University will not be permitted to order an official transcript until all financial obligations are settled. However, a transcript can be sent directly to a potential/current employer. A transcript order may be processed when employment is listed as the order reason, a comment is entered explaining the order is for employment and the recipient is neither the student nor another school. The Registrar's Office has the discretion to question or reject orders based on history or collaboration with the Bursar's Office.

The process to order transcripts detailed above is also used to order transcripts from any of the institutions listed below.

Davenport University antecedents:

Davenport College
Detroit College of Business
Great Lakes Junior College
(formerly: Saginaw Business Institute)
Lansing Business Institute
Parsons Business College

Davenport University is designated as the "keeper of records" for the following institutions:

Argubright College
Borgess School of Nursing
Institute of Merchandise and Design
Jordan College
Nazareth College

Transcripts (or copies) sent to Davenport University from other institutions cannot be released.

Davenport University Institutional Review Board

Protecting the rights of human research subjects

The role of the Davenport University Institutional Review Board (IRB) is to review and approve, when in compliance, all proposed academic research at DU or by DU faculty, staff or students to ensure that the research meets Federal standards for the safety and protection of any human subjects involved in the research.

The Institutional Review Board for an institution is a committee mandated by Federal laws to protect the rights and welfare of the human subjects participating in research activities. Compliance is monitored by the Office of Human Research Protection (OHRP) of the U.S. Department of Health and Human Services. The law is specific to research conducted or supported by a federal department or agency. However, a majority of research institutions voluntarily apply this regulation (45CFR46) to all academic research conducted at their site, regardless of status or source of funding.

Visit <http://my.davenport.edu/academics/institutional-review-board-irb> for additional information on the DU Institutional Review Board, frequently asked questions, forms and procedures.

Academic Integrity

Academic Dishonesty

Davenport University recognizes the principles of honesty and truth as fundamental to ethical business dealings and to a vibrant academic community of faculty and students. All members of an academic community shall be confident that each person's work has been responsibly and honorably acquired, developed and presented. The work that a student submits shall be a fair representation of his/her ability, knowledge and skill. The University expects students to respect and exhibit these principles as they form the basis of the quality of the institution and the quality of Davenport's graduates. As stated in the Student Code of Conduct (see page 111), the University may discipline a student for academic dishonesty. Academic dishonesty is defined as any activity that undermines the academic integrity of the institution.

Academic dishonesty includes, but is not limited to, the following:

1) Cheating

A student may neither use or attempt to use nor give or attempt to give unauthorized assistance, materials, information, or study aids in any academic exercise, including but not limited to the following:

- a) A student must not use or give external assistance on any "in class" or "take-home" examination, unless the instructor has specifically authorized in writing external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, or analytical tools.
- b) A student must not use another person as a substitute in the taking of an examination or quiz.
- c) A student must not steal, acquire, purchase or obtain from the internet or any other source, academic papers, examinations, examination keys, or other course materials.
- d) A student must not conduct research or prepare assigned work for another student unless explicitly authorized by the course instructor in cases such as a group-based project.

- e) A student must not allow any other person to conduct research or to prepare assigned work for a class unless explicitly authorized by the course instructor in cases such as a group-based project.
- f) A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- g) A student must not use or give any unauthorized assistance in a laboratory, on technical equipment (including computers, smartphones, or any other such device), or on co-op/fieldwork.
- h) A student must not submit substantial portions of the same academic work for credit or honors more than once without written permission of the instructor to whom the work is being submitted.
- i) A student must not alter a grade or score in any way.

2) Fabrication

A student must not falsify or invent any information or data in an academic setting or pertaining to his/her academic status including, but not limited to, records or reports, resumes, transcripts, laboratory results, research findings, and citations of the sources of information.

3) Facilitating Academic Dishonesty

- a) A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic dishonesty.
- b) A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic dishonesty.
- c) A student shall not upload or otherwise share papers or assignments to websites that list or collect old materials, even under the guise of study assistance.

4) Interference

- a) A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, theft, removal (deleting electronically), defacement, or mutilation of resources so as to deprive others of the information contained within those resources.
- b) A student must not give or offer payment, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5) Plagiarism

American Standards of Plagiarism refer to the intentional or unintentional use of previously created works, ideas, images, or creative works without proper documentation which includes citations of the sources used and a list of references. It is a student's responsibility to ask the faculty member to clarify any questions on correct use of documentation for the

work submitted in the course. Plagiarism includes, but is not limited to, the following:

- a) Purchasing any portion of a paper.
- b) Copying print or electronic text without proper citation.
- c) Having someone else write any portion of a paper.
- d) Rephrasing/paraphrasing text to avoid detection.
- e) Rephrasing/paraphrasing text without proper citation.
- f) Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation.
- g) Using information from audio, visual, or other media without proper citation.
- h) Using information from personal communication (interviews, group discussions, telephone conversations, email, blogs, social media, etc.) without proper citation.
- i) Using information from an employer's Intranet without proper citation and without permission.

6) Self-Plagiarism

- a) Using an entire paper written for one class in another class.
- b) Submitting any previously created materials or course work from previous classes including discussion boards, projects, or presentations without discussion with and written authorization from the instructor for whom the work is being submitted.

7) Violation of Course Rules

A student must not violate course rules as contained in a course syllabus which are related to the content of the course or to the enhancement of the learning process in the course.

Attendance Practice

Regular attendance and active class participation are essential elements in the learning process. Students are expected to attend all class sessions beginning with and including the first class session.

This practice has been shown to increase the success levels and retention of Davenport University students. For this reason, in all Foundations of Learning and 100 level courses, attendance will be reported on a daily basis until the last day to drop with a "W" grade for every semester and session.

Course attendance for students in 200-400 level courses will be reported on each scheduled meeting day for the first two weeks of each semester and session. Online courses will report attendance at the end of the first and second week of each session/semester.

Students will be administratively withdrawn for non-attendance, following the process below, unless previous arrangements have been made with their instructor. The instructor should be notified of a planned absence a minimum of 24 hours prior to the course meeting time.

Students must provide a valid excuse for any and all absences, and when possible, provide an official and documented excuse. Consult your instructor regarding what will be considered acceptable. The student whose absence was excused may not be penalized and may be allowed to complete an assignment, turn in a paper, and/or make up an examination in accordance with the instructor's stated procedures and deadlines in the course syllabus.

- Instructors will consider a student's verified illness or death of a student's immediate family member as an excused absence.
- An absence based on a required military duty will be excused if certified by the student's commanding officer.
- In cases of religious observances, legal obligations (such as jury duty), or attendance at official University sanctioned activities, the student must inform the instructor a minimum of 24 hours in advance for the absence to be excused.
- Student athletes should review their academic and athletic schedules at the beginning of each semester and session to determine if conflicts exist. It is the responsibility of the student athlete to communicate directly with his/her instructor(s), and make the necessary arrangements to complete the required work. The Athletic Department can provide a written notification that can be submitted to the instructor for each absence. Failure to notify the instructor at least 24 hours in advance will be treated as an unexcused class absence and the student may incur academic consequences. No class time can be missed for athletic practice or activities including on-field practice, training room time, team meetings, and conditioning (weight training/running).
- In rare and compelling circumstances not listed above, the student should make every effort to discuss reasonable accommodations with the instructor in advance, if feasible, or immediately upon return to class.

Administrative Withdrawal Schedule

For in-seat and Real Time Virtual (RTV) courses:

- 1) Any absence during the first week of the course – The student will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student's record.
- 2) Reporting of attendance and possible administrative withdrawal for Foundations of Learning and 100 level courses – The Attendance Practice will continue for each semester and session until the last day to withdraw with a "W" grade. For any absence during the subsequent weeks, the student will be administratively withdrawn based on the last date of attendance. A grade of "W" will be given for the course and tuition charges will be assessed based on that last reported date of attendance. Associated semester and course fees will not be refunded. The last day to drop with a "W" for each semester and session is published on the

Davenport website and in the University catalog. The specific date represents the 12th Friday of a 15 week semester, the 9th Friday of a 12 week semester, the 7th Friday of a 10 week session, and the 5th Friday of a 7 week session.

- 3) Reporting of attendance and possible administrative withdrawal for 200 through 400 level courses – Attendance will be reported the first two weeks for each semester and session. For any absence during the second week, the student will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on that last reported date of attendance. Associated semester and course fees will not be refunded.

For online courses:

- 1) During the first week (7 days) of the course – Students must participate in the online course at least once a week (7 days) by submitting an assignment for grading. Attendance will be defined as participating in an academic activity within the classroom, which includes posting in a graded discussion board or submitting a written assignment or Voiceboard for grading. Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes. This includes emails, discussion topics or other forms of communication with students or the instructor. Students should be aware that more frequent and regular participation may be required to master course material and pass a course. Any student who does not meet this minimum participation during the first 7 days will be considered a no-show and administratively removed from the course. All tuition and fees associated with that course will be deleted from the student’s record.
- 2) For Foundations of Learning and 100 level courses during each of the subsequent weeks of the course until the last day to drop with a “W” - Students must participate in the online course a minimum of once a week (7 days) following the detailed definition of attendance described above. Any student who does not meet this minimum will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on the last reported date of attendance. Associated semester and course fees will not be refunded. Reporting of attendance and possible administrative withdrawal will continue for Foundations of Learning and 100 level courses each week of the semester and session until the last day to withdraw with a “W” grade. This date for each semester and session is published on the Davenport website and in the University catalog. The specific date represents the 12th Friday of a 15 week semester, the 9th Friday of a 12 week semester, the 7th Friday of a 10 week session, and the 5th Friday of a 7 week session.
- 3) For 200 through 400 level courses attendance will be reported for the first two weeks of the semester and session – During the second week (7 days) of the

semester and session students must participate in the online course a minimum of once a week (7 days) following the detailed definition of attendance described above. Any student who does not meet this minimum will be administratively withdrawn based on the last date of attendance. A grade of “W” will be given for the course and tuition charges will be assessed based on the last reported date of attendance. Associated semester and course fees will not be refunded.

In the event of an Administrative Withdrawal the student will receive a DU email notification from the Registrar’s Office. The email will be deemed to have been received by the student upon delivery. Students may appeal to be reinstated in the course. Depending on the course, this appeal, whenever possible, should be initiated at least one business day prior to the next course meeting or, at minimum, the beginning of the subsequent week for online. The Appeal form is available on the DU website at: <http://my.davenport.edu/central-records-office/student-forms-procedures>. Students must contact their instructor for reinstatement.

While Administrative Withdrawals are done in accordance with the Attendance Practice detailed above, it remains the student’s responsibility to initiate an official withdrawal in all courses. Once the session/semester starts the student must contact their advisor to initiate an official withdrawal.

In the case of absences during or after the mandatory attendance period, class assignments, projects, and class participation may be used as part of the final grade and the instructor may choose not to allow make-ups on these. The instructor is responsible for stating in the syllabus the class policies regarding pop quizzes or makeup exams that may be influenced by class attendance.

In the College of Health Professions, any absence in the MEDA designated courses and the professional practice experience (Practicum course) in many programs may constitute grounds for failure of the course. The course descriptions and/or syllabi will note these attendance expectations. Students may also reference the College of Health Professions Handbook for additional details.

Nursing students should reference the Nursing Handbook for additional attendance policy regulations in the Nursing program.

Student Alert Process

Davenport is committed to connecting students with resources that may assist a student in meeting their educational and career goals. Davenport recognizes that early intervention is critically important to a student’s long-term academic success. To that end, Davenport faculty regularly communicates with students and their advisors regarding student academic progress and other concerns related to performance or attendance. Advisors continue the conversations begun by faculty, in an effort to connect the student with available academic support and develop strategies for success.

Academic Standards of Progress

The Academic Standards of Progress GPA calculation will occur at the end of each semester. An email or letter from the University Registrar will be sent to students who fail to meet these standards, explaining the academic status.

1. Probation

Students whose cumulative GPA is below 2.0 at the end of the semester are placed on probation. If there is no improvement a student could remain on Probation for one more semester.

2. Probation with Improvement

Students who have been on Probation for one or more semesters, but whose *semester* GPA is above 2.0, will be placed on Probation with Improvement. Students would remain on this status as long as *each subsequent semester* GPA is above 2.0 and their cumulative GPA is below a 2.0.

3. Academic Suspension

Students who fail to meet the minimum semester GPA of 2.0 and the cumulative GPA of 2.0 at the end of the third semester and beyond are placed on Academic Suspension.

Students on Academic Suspension may not attend Davenport University for a minimum of one semester. These students must petition to be reinstated to Davenport University. The petition must be a typed letter sent to the program chair and must explain the reasons for the poor academic performance and provide a proposed plan for improvement. The program chair will determine whether the student will be reinstated. The program chair will meet with the student to explain the conditions of re-entry to the University and to guide the student in course registration. Students who have been reinstated must achieve at least a 2.0 GPA in each subsequent semester until their cumulative GPA is at minimum a 2.0. The student will sign a Re-Entry Following Suspension Statement acknowledging these conditions.

4. Academic Dismissal

Students who do not meet the conditions of their re-entry following academic suspension will be academically dismissed. A letter from the University Registrar will be sent to students who fail to meet the standards, explaining the academic dismissal. Students who have been academically dismissed may not be reinstated at Davenport University unless they are able to show evidence of successful college performance in another accredited college or university. Successful college performance will be shown by a minimum of nine transferable semester credits in courses that are indicative of a student's ability to perform in required courses at Davenport University. The decision regarding successful college performance will be made by the program chair, who will meet with the student to explain the

conditions of reinstatement and to guide the student in course registration. Students who have been reinstated after academic dismissal must achieve a minimum of a 2.5 GPA in each subsequent semester of attendance. The student will sign a Re-Entry Following Dismissal Statement acknowledging these conditions.

5. Final Dismissal

Students not achieving the conditions of their re-entry following dismissal will be placed on Final Dismissal with no eligibility for re-entry. A letter from the University Registrar will be sent to students who fail to meet the standards, explaining the final academic dismissal.

6. Appeal Process

A student may appeal an academic suspension or dismissal if there were mitigating circumstances that contributed to the dismissal or suspension. Mitigating circumstances may include the following: (1) death of an immediate family member; (2) serious injury or illness of the student; or (3) an act of nature or other catastrophic event clearly beyond the student's control. Documentation may be required from a third party to further substantiate the circumstance.

Students who wish to appeal must submit letters and supporting documentation, when applicable, within two weeks (14 calendar days) from the Registrar's letter notifying them of the suspension or dismissal. Written appeals must be sent to the Department Chair or Program Director, who must return a written decision within two weeks (14 calendar days) of receipt of the student's written appeal. A copy of the decision will be sent to the Registrar.

NOTE: Students in the Nursing Program may be held to more exacting standards than are listed here. A failing grade (F or NF) in a NURS prefixed course may result in termination from the program. Students may appeal termination by filing a Grievance as detailed in the Nursing Program Student Handbook.

Financial aid recipients must submit a separate letter of appeal to the Financial Aid Office for consideration or reinstatement of financial aid eligibility.

Veterans' Educational Benefits Information

Davenport University recognizes the extraordinary contributions of the members of our armed services. We also understand the unique challenges faced by active or reserve service members and veterans in transitioning to the college environment. Davenport University is committed to providing an environment that provides service members and veterans flexible learning experiences and a professional setting to pursue their academic and personal goals.

Your service may entitle you to several education benefits. Students who are currently serving, veterans, or dependents of such are encouraged to communicate their status during the admissions process and/or to their advisor or military support team member on their campus. Military and veteran students are eligible for a discounted tuition rate and are eligible to receive textbooks in electronic format with proof of purchase among other support services. The student's respective advisor or military support team member should be contacted to request etext.

Davenport University is committed to ensuring a continuity of study for every active service member who cannot complete a semester as planned due to a reassignment or deployment. Where possible, the student's faculty member along with the respective Associate Department Chair and other appropriate academic administrator(s) will create alternative completion plans for any active semester credits that cannot be fulfilled as designed on the original course syllabus. These plans are developed while ensuring the quality and content of course material and the integrity of the student's degree are maintained. A student must provide documentation regarding any such orders and contact his/her advisor or a military support team member to begin the process.

To receive military and veteran's education benefits, a student must maintain satisfactory academic progress and conduct. Accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University. Only degree programs may be certified for benefits.

Students who receive veterans' educational benefits are expected to maintain academic progress according to the criteria listed below.

1. Undergraduate degree students will be checked for academic probation, for certification purposes, based on a 2.0 cumulative GPA.
2. Davenport University will notify the VA immediately when the student has a cumulative GPA below 2.0 for two consecutive semesters.
3. Certification remains denied until the student achieves a cumulative GPA of 2.0 or higher.
4. If students withdraw from any classes or receive a failing grade for not attending, Davenport University will notify the VA of the date when the official withdrawal was done or will report the last attendance date as recorded by the course instructor.
5. Davenport University informs students who request certification for veterans' benefits in writing of the credit granted for previous training. Students are also informed in writing of the number of credits necessary to complete the course or program for which they are enrolled. Davenport University notifies the VA of the credit granted and the reduction in training time. For more information regarding veterans' benefits, students should contact the veterans' certifying official at 1-866-925-3884.

Veterans Benefits and Transition Act Compliance

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code (Public Law 115-407) was amended and effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below.

Davenport University will permit any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Davenport University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Davenport University may require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Davenport University requires additional payment or imposes a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

*A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Davenport University Libraries

The Davenport University Libraries' print and electronic resources are carefully selected to support the University's curriculum. The wifi enabled Libraries provide computers, copiers and some study rooms at four of Davenport's campuses, while supporting the learning and research for all of Davenport's students, faculty and staff, whether online or on campus. The University's Archives are housed at the Margaret D. Sneden Library at Grand Rapids' W.A. Lettinga Campus.

Through the search box on the library homepage and the available databases, students can find articles from scholarly journals, magazines and newspapers, along with annual reports, company information, market research, demographic data and open access material. The library also provides access to Noodletools for APA help.

The library catalog and the search box can help students locate over 265,000 books, e-Books, DVDs, and other resources. Using the library catalog provides DU students and alumni with access to the materials from all four campus libraries, allowing them to check due dates, fines or renew materials. Students and faculty can also request materials from non-DU libraries through the Library's Inter-library loan service.

Research help or quick answers to questions are available in person, by telephone, email, online chat and text message. When students need more extensive research help, they can schedule a one on one session with a DU librarian. The librarians provide Library Guides to the best material supporting specific classes and subject areas. Students can also follow the library on Facebook, Twitter, Instagram and Pinterest for library news and tips. For more information on the DU Libraries, visit <https://my.davenport.edu/library>.

Davenport University Testing

Testing is offered at many of the Davenport campuses. Students may take the CLEP, Competency or DSST tests for course credit, Certipoint Microsoft Office Specialist 2019 (MOS) exams for certification and course credit, and Pearson VUE IT certification exams. Please check the Testing Web pages (<http://my.davenport.edu/testing-services>) to see which tests are offered and at which campuses. For testing questions, email Testing@Davenport.edu.

Davenport University Tutoring

Davenport University provides free in-seat and online tutoring for students in most courses. In-seat tutoring is scheduled based on the courses offered at each campus and on the session/semester course schedule. Tutoring hours are drop-in and/or by appointment. Online tutors offer more flexible hours and can be accessed by all in-seat and online students. For tutoring questions email Tutoring@davenport.edu. Resources and more information can be found on the DU Tutoring web page (<http://my.davenport.edu/tutoring>).

Release of Information Statement

The Family Education Rights and Privacy Act (FERPA) affords students the right to access their educational records. This includes the right to:

- Inspect, review and/or request an amendment to records
- Consent to disclosures of personally identifiable information in these records
- Restrict disclosure of personally identifiable information designated as directory information that may be released without the student's consent
- File a complaint with the U.S. Department of Education for alleged failure by Davenport University to comply with FERPA requirements

Directory information includes the student's name, address, telephone number, email address, birth date, academic program (major field of study), dates of enrollment, enrollment status, degrees, awards, honors, past and present participation in officially recognized sports and activities, and physical factors of athletes (height and weight).

Photos taken at University sponsored events or in public areas of the campus may be used in marketing materials.

Student Right to Know

As a result of the Student Right-to-Know and Campus Security Act of 1990, each educational institution must publish student completion rates for full-time, first-time undergraduate students (i.e., students with no prior college/university experience). The completion rate for the full-time, first-time undergraduate students who started in the fall of 2014 and graduated by the end of the 2019/2020 academic year is 52%.

NONACADEMIC POLICIES & PROCEDURES

Public Safety

Davenport University places a high priority on keeping its locations safe for students, employees, and visitors. In compliance with federal campus safety disclosure regulations, Davenport University's annual security report includes statistics for the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Davenport University, and on public property within, or immediately adjacent to and accessible to, each location. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of the University's security report are available on <http://www.davenport.edu/risk-management> or by contacting the Executive Director of Risk Management and Public Safety, (586) 620-4050.

Anti-Harassment Policy and Complaint Procedure

Objective:

Davenport University strives to create and maintain a positive work and learning environment in which people are treated with dignity, decency and respect. The policy of Davenport University is to provide an environment free from harassment and unlawful discrimination on the basis of national origin, race, color, religion, age, sex, sexual orientation, disability, gender identity, veteran or other protected status. Such harassment or discrimination does harm to those to experience it, is a violation of this policy, interferes with the fulfillment of our mission and therefore, will not be tolerated.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct

Discrimination

It is a violation of Davenport's policy to unlawfully discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on that person's national origin, race, color, religion, age, sex, sexual orientation, disability, gender identity, veteran or other protected status.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Harassment is unprofessional conduct that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment, (2) having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs, (3) otherwise adversely affecting an individual's employment opportunities or access to educational activities and programs.

Such prohibited harassment includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening or intimidating acts that relate to a person's protected characteristics or are directed toward a person because of his or her protected characteristics. Written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics is prohibited in our workplace.

Sexual Harassment

Specifically, prohibited sexual harassment refers to behavior or comments which are not welcome, are personally offensive, undermine morale, and interfere with the work performance and effectiveness of its victims. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can become unlawful harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to educational activities and programs, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or access to educational activities and programs, or (3) such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

Prohibited behavior or comments do not have to be of a sexual nature; behavior or comments directed at an individual because of his or her sex with the intention to harass are prohibited. Sexually-based and "same sex" sexually-based behavior or comments are also prohibited.

Examples of conduct which are prohibited under this policy include, but are not limited to, sexual innuendo, suggestive comments, insults, humor or jokes about sex or gender-specific traits, sexual propositions, threats, repeated unwanted social invitations, suggestive or insulting sounds, leering, suggestive whistling, obscene gestures, pin-ups, touching, pinching, brushing the body, and assault.

Retaliation

No adverse action may be imposed on an employee or student in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Participating in the investigation of a complaint.
- Serving as an investigator of a complaint.

Taking adverse action against someone who makes a complaint or participates in the investigation process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships

Davenport strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his/her staff (a direct or indirect report), and between faculty or coaches and his/her student or student athlete because of the inherent differences in professional authority and the risk of perceived favoritism or lack of mutual consent. Given the uneven balance of authority between a staff member and student, any such relationship is a particular concern.

If any employee of Davenport University enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (a direct or indirect report) or a current student or student athlete, the parties must notify human resources (HR) or other appropriate University officer for evaluation.

Filing a Complaint

Employees and students have a responsibility to inform the University of any concern regarding behavior directed toward them of harassment, discrimination, or retaliation.

Davenport University will address all complaints professionally and promptly. Confidentiality will be maintained to the extent possible in light of the need to investigate and take appropriate corrective action. Lodging a good faith complaint, even if ultimately not sustained, will not result in any adverse action against the employee or student.

The following reporting venues are available.

- a. An employee may contact Human Resources at (616) 732-1151 or via hr@davenport.edu.
- b. A student may contact Campus Life by calling (616) 554-5095.
- c. An employee may report the concern to their manager.
- d. A manager who becomes aware of an employee's or a student's concern, either through personal observation or as a result of an employee complaint shall immediately report it to the location leader and/or Human Resources.
- e. An employee may submit a complaint through our EthicsPoint Hotline at (855) 271-2823 or online by searching the DU IntraWeb for the key words: EthicsPoint.
- f. A student or employee may communicate through the online incident reporting form found on the DU IntraWeb by searching for the keywords: Incident Report.

- g. A student or employee may contact a Title IX Coordinator for any sex or gender based discrimination concern. Contact information can be found on the DU IntraWeb by searching for the keywords: Title IX Coordinator.

Confidentiality

The University will be as discreet as possible regarding the privacy of the individuals involved and the confidentiality of the information received, consistent with its need to investigate and resolve the complaint. The expressed wishes of the complaining person for confidentiality will be considered in the context of the University's legal obligation to act on the complaint and the right of the accused to obtain information and respond.

The employee assistance program (EAP) provides confidential counseling services to full time employees through EmployeeConnect Plus at (855) 327-4463. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to Davenport University of a potential harassment or discrimination issue.

Students: Davenport provides a 24/7 confidential and voluntary student assistance program or counseling service for students through WellConnect at (866) 640-4777. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to reach out. Contacting WellConnect will not qualify as notification to Davenport University of a potential harassment or discrimination issue.

Complaint Investigation

Upon receiving a complaint, HR or other appropriate University personnel will initiate an investigation to determine whether there is a reasonable basis for determining that a violation of this policy occurred. The University expects complete candor and truth from all persons involved in the investigation. Only the parties involved, witnesses and other persons with a need to know, as determined by the University, will be made aware of the report. The University will take appropriate action as warranted by such investigation within a reasonable time frame.

Awareness

Members of the University community are responsible for knowing and understanding the University's policy prohibiting discrimination, harassment, and retaliation. Managers, faculty, or staff who need assistance in interpreting or applying the policy should contact Human Resources (HR) for clarification; students should contact Campus Life.

Anti-Violence Policy

Davenport University is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors, and therefore adopts a zero-tolerance policy against any form of violence. Davenport University will not tolerate any threats, intimidation, or acts of violence on our premises or against our students, faculty, staff, student employees, distributors or visitors. The University's prohibition against threats, intimidation, and acts of violence applies to all persons involved in University operations, including, but not limited to, students, faculty, staff, student employees, contract and temporary faculty/staff, and anyone else on University property. This policy applies to all University facilities and other locations where faculty/staff are engaged in University business.

Violations of this policy by any individual will be subject to disciplinary and/or legal action, as appropriate. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law. Anyone who attempts to retaliate may be immediately terminated from his or her employment and/or dismissed from the University.

Definitions

A threat of violence includes any behavior that could be interpreted, by a reasonable person, as intent to cause harm to another person or damage to property.

- **Intimidation** – To coerce or inhibit by threats.
- **Act of Violence** – Conduct that causes bodily or intentional emotional injury to another person or damage to property.
- **Staff** – All regular, temporary, contract, and adjunct full-time and part-time faculty, staff, and student employees.
- **Students** – As defined in the Student Code of Conduct.

Examples of Acts of Violence

Some examples of prohibited violence include, but are not limited to, the following:

- **Hitting** – Hitting, slapping, or shoving an individual.
- **Harming** – Threatening and/or harming an individual, his/her family, friends, associates, or his/her property.
- **Destruction** – The destruction of property owned, operated, or controlled by the University.
- **Threats** – Making a threat of violence through telephone calls, letters, electronic mail, or other forms of written, verbal, or electronic communication.
- **Intimidation** – Intimidating or attempting to coerce an individual to do wrongful acts.
- **Sabotage** – Sabotaging equipment or intentionally damaging property.
- **Suicide** – Disrupt the University community with a threatened or attempted suicide.
- **Weapons** – Possessing or displaying weapons.
- **Assault** – Assault, arson, homicide, or inflicting bodily harm.

Complaint Procedures

If there is an emergency that requires police and/or medical personnel, please contact the local police or sheriff's

department and then notify those individuals responsible for security services. The necessary personnel will assist.

Faculty/staff who become aware of a threat, intimidation, or an act of violence should immediately report it to their supervisor and those responsible for security services. When an issue involving employees occurs, Human Resources must also be contacted. A student or visitor who becomes aware of a threat, intimidation, or an act of violence should immediately report the violation to those responsible for security services.

Sanctions

Violation of the University's anti-violence policy may result in legal action, criminal charges, and disciplinary action up to and including immediate dismissal from the University.

Drug and Alcohol Policy

Davenport University has a vital interest in maintaining a safe and healthful learning environment for the benefit of its students, faculty and staff, and to ensure its successful operation as an educational institution. The University has established the following policy, which reinforces the University's commitment toward promoting a drug-free learning and working environment:

It is the policy of Davenport University that the unlawful manufacture, distribution, dispensation, sale, purchase, possession, or use of controlled substances and alcohol is prohibited on University property or as part of its activities.

As a condition of receiving an education at Davenport University, each student is required by federal and state law to comply with the terms of this statement. Any student, faculty or staff member who is found to have violated the policy will be subject to sanctions by the University, which may include suspension, termination, expulsion and referral for prosecution. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Davenport University is committed to assisting students and employees with substance abuse problems through utilization of available drug and alcohol counseling, treatment, rehabilitation or re-entry programs. In addition, the University offers 24/7 access to its Students Assistance Program which is designed to address substance use and other problems that negatively affect students' performance. Students should refer to <http://www.davenport.edu/campus-life/health-wellness> for available treatment options.

Reporting Accidents or Injuries

Injuries and illness, regardless of severity, should be reported immediately to Public Safety, the Center for Campus Life, or the Campus Director (or designee) to provide prompt evaluation and to obtain medical attention if necessary. The University does not operate a health care facility at any location. The Incident Reporting Form can be found at <http://www.davenport.edu/incident-report>. Injuries must be documented on the Incident Report Form. This form is to be completed by the student, Public Safety, Campus Director, and/or any witnesses to the injury, and is maintained by Human Resources and the Center for Campus Life.

Safety is everyone's responsibility. To prevent accidents, please report any unsafe conditions or circumstances to the Campus Director, Center for Campus Life or Public Safety.

Reporting Criminal Activity or Other Emergencies

Any criminal action or emergency that occurs at a location or at a school-related function should be promptly reported (by Accident/Incident Report) to Public Safety, the Center for Campus Life, and/or the Campus Director or his or her designee. This individual will determine the nature and severity of the crime and judge whether or not local or state authorities are to be contacted.

Completed Accident/Incident Report forms are directed to and maintained by the Center for Campus Life.

The University will respond and cooperate with local or state authorities in the referral for prosecution of any individual(s) involved in criminal activity. The University may impose the following sanctions, depending on the severity of the crime:

1. Oral or written warning
2. Probation for a specified period of time
3. Suspension for a specified period of time, with definitive standards for re-admission or return to work, or
4. Dismissal/Termination

Response to emergency situations will include a review of the circumstances that caused the incident and any actions necessary to prevent recurrence.

Emergency Exits

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the students' protection. The locations of fire exits are posted.

Title IX Policy

Davenport University is committed to maintaining an education and work environment that is free from sexual harassment. The University does not discriminate on the basis of sex in its education programs or activities. Pursuant to its obligations under Title IX of the Education Amendments Act of 1972, and its implementing regulations,

the University is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy.

This policy applies to student and employee complaints alleging sexual harassment that is a violation of Title IX and its implementing regulations. All administrators, faculty, staff, and all other University employees share responsibility for avoiding, discouraging, and reporting acts of sexual harassment as a matter of their employment. All members of the Davenport community are further encouraged to avoid, discourage and report violations of this policy of which they may become aware.

Any inquiries about the application of Title IX and its implementing regulations to the University may be referred to the University's Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The University has adopted grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance procedures are included in the Davenport University Title IX Policy. The grievance procedures and grievance process specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond.

The University will prominently display the Title IX Coordinator's contact information and this Policy on the University's website and in each handbook or catalog that the University makes available to applicants for employment, students and employees.

For your reference, you may download the entire policy from this link davenport.edu/campus-life/title-ix.

If you or someone you know has been the victim of one of the offenses defined above while at Davenport, please contact a University staff member or the designated Title IX coordinator.

Matt Miller

Executive Director of Risk Management and Public Safety

Phone: (586) 620-4050

Email: matthew.miller@davenport.edu

Campus Use Guidelines

Bookstore

W.A. Lettinga Campus Students Taking Classes on Campus:

The W.A. Lettinga campus bookstore offers textbooks and course materials for all in-seat W.A. Lettinga Campus classes. Please visit www.duspirit.com to view the current titles offered. Prices and course information are subject to change.

Online Classes or Students at Campus Locations:

Students may purchase online and in-seat course materials through the online bookstore service, Akademos. Materials are available approximately 30 to 45 days before the start of courses and will be delivered directly to the student.

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

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

Book Vouchers:

Book vouchers are a part of your financial aid package. To establish a book voucher or if you have questions regarding your book voucher, speak with your advisor or email bookvouchers@davenport.edu.

You may use your book vouchers to purchase your books and any required course materials. You may use your voucher at the W.A. Lettinga Bookstore, and the online bookstore: <http://davenport.textbookx.com>.

Students interested in purchasing supplies using their financial aid/book voucher may do so via the Davenport University Bookstore website, www.voucher.duspirit.com.

Further Information:

For further information, please see Bookstore Information at www.davenport.edu. You will find information and videos for step-by-step ordering information, current store hours, specials, events, and contact information.

Information Technology Use Policy

Davenport University provides several technology resources for use by faculty, staff, students, and other users that support its educational mission. These resources are continually changing due to advancements, but currently include computer hardware, software, services, email, voicemail, networks, Internet access, and connections. These resources are provided to assist faculty, staff, and students to learn and conduct University-related business in the most efficient and effective manner. Technology resources may be used for limited personal use only during non-work hours. Email is provided to facilitate communications concerning the University's educational mission and related business; the use of the University's email system to distribute personal messages to multiple recipients is prohibited. Use of University technology resources to obtain or view inappropriate and/or sexually explicit information/pictures, distribute chain or junk mail, or other wasteful use is expressly prohibited.

All information residing in Davenport University's computers, computer networks, and voicemail networks is the property of the University. The University prohibits the copying of any computer software from its computers or networks, including the University's software or software owned by or licensed from third parties.

- Davenport University students and employees are prohibited from loading any software, data, or information from outside sources onto the University's computers or networks. All loading of outside software,

data, or information shall be performed by someone who is authorized by the University to do so.

- Information technology resources are to be used ethically and appropriately, in accordance with all University policies. All faculty, staff, students, and other users are required to:
 - Protect all password and login information
 - Deny access to unauthorized users
 - Receive proper training prior to access
 - Cooperate with any and all investigations of concern, problems, or technical difficulty related to University technology resources
- Information technology resources may NOT be used:
 - For personal gain
 - For any illegal activity
 - To display, receive, archive, store, distribute, edit, propagate, or record sexually explicit, copyright infringing, or destructive materials (i.e., viruses, worms, or other malicious content)
 - To send harassing, abusive, intimidating, discriminatory, or other offensive messages

Despite the use of passwords, all information on the University's computer networks, computers, and voicemail networks are not private to employees. All information, communications, and data related to the University's business sent or stored on University-provided computers and networks remain its property. Any information sent or stored on University-provided networks and computers can be monitored and inspected by the University at its discretion at anytime without notice. All passwords and codes on computers and networks must be approved by and be accessible to the University.

The University reserves the right to restrict, monitor, and/or interrupt the use of technology resources and the communications sent through any University technology resources, service, or online network. Any person who violates this University policy or applicable laws may also be subject to disciplinary action, including termination of employment. Please note that network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which all users are responsible.

Email General Information

Internet/Email is available at all PCs throughout the campus, providing a direct access to the World Wide Web. Wireless access is also available throughout designated sections of the campus.

Parking

Some Davenport University locations require a parking permit. Some locations charge a fee to obtain a parking permit. Unauthorized automobiles and those not parked according to regulations may be ticketed, towed and/or fined. Charges may be applied directly to a student's account. Students may be processed judicially for non-compliance with the University's Parking Policy. Driving that is deemed unacceptable by the University, including (but not limited to) reckless, careless, or negligent driving, may result

in the loss of parking privileges and possible probation or dismissal for the student or students involved. The University assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

Additional regulations associated with driving and parking on campus are noted below:

- Motor vehicles shall be parked only in lot(s) as designated by the parking permit issued by Security Services.
- Parking on driveways, roadways, sidewalks, lawns and within yellow zones, whether posted or not, is strictly prohibited. Parking in zones designated for University personnel including maintenance, Residence Life Staff, or Security is also strictly prohibited.
- Motorcycles and mopeds shall be parked only in designated parking lots. Motorcycles and mopeds may not park at bike racks.
- Tailgating: while support of our Athletic teams is highly encouraged, any form of tailgating that is disruptive, disorderly and/or that detrimentally impacts the University community or causes a danger is strictly prohibited. Consistent with University policy, the use, possession or distribution of alcohol is strictly prohibited while tailgating.
- For general maintenance or snow removal, all members of the University community may be asked to remove a vehicle from a lot and/or be provided notice of a lot closure and vehicle displacement for a temporary period of time. Compliance with any request of this nature is expected.

Service Animals

Service animals are defined by the Americans with Disabilities Act (ADA) as a dog, or in limited circumstances, miniature horse, that is individually trained to do work or perform tasks for the benefit of and to accommodate the functional needs of an individual with a disability. The work or task a service animal performs must be directly related to the person's disability.

Emotional Support Animals

Often called assistance animals. These animals are not specifically trained to perform tasks related to a student's disability. Emotional Support Animals do provide emotional support and comfort to a student with a disability-related need for assistance within the student's place of dwelling. Students seeking an emotional support animal need to officially request this accommodation through Student Access in order for approval.

School Closing for Inclement Weather

When weather conditions or emergencies such as power or equipment failures make it inadvisable to either hold classes or open University buildings, announcements will be made on local television and radio stations as well as the Davenport website and the DU Alert system. The DU Alert system is a manual process, so please review the Davenport website on how to receive DU alerts. Students and staff should check carefully for information about the campus

they attend or work at, since it is possible that some campuses may close while others remain open.

Student Illness Statement

As permitted by law, the University reserves the right to require students who contract a contagious disease to withdraw from the University until they present a doctor's statement that they are no longer infectious to others.

Posting Policy

Bulletin boards are located at campuses for the purpose of sharing information regarding University sponsored or sanctioned events. Poster content should meet established standards and include relevant information. In order to post on any designated bulletin board at the W.A. Lettinga Campus, posters should be submitted for approval online through Engage@DU. At other campuses, those interested in posting information should contact Student Services at their respective campus regarding the approval process. The entire policy is available online at <https://www.davenport.edu/facilities/policies-and-procedures/bulletin-board-posting-policy>.

Use of the Davenport University Name and Logo

All information regarding proper and allowable use of the Davenport University name and associated logos can be found on <http://www.davenport.edu/branding-style-guide> or by contacting the University's Marketing Department at (616) 732-1170.

Vaccination

Although general admission to Davenport University does not require proof of vaccination, students are encouraged to discuss the timing, risks and benefits of vaccination with their health care providers. Students entering the College of Health Professions will need to view the College of Health Professions handbook for health requirements which include vaccination requirements.

Telephone Messages and Usage

Students who receive an emergency telephone call will be notified in class. Please inform family, friends, etc., that emergency phone messages are for true emergencies only.

Use of University Buildings and Equipment

Campus facilities are open throughout the day and evening for the convenience of our students. Non-academic use of the facilities by groups must be approved by the campus administration.

If classroom equipment is not operating properly, it must be reported to the instructor immediately. Classroom equipment may not be tampered with or removed. Any costs resulting from damage or loss due to unauthorized movement or tampering with equipment will be the responsibility of the student(s) involved.

A clear distinction is made between classroom and office equipment at each campus. Office equipment—such as photocopiers, fax machines, postage meters, and office computers—is not for general student use. Photocopies can be purchased for a nominal fee in designated campus offices or in the Davenport University Library.

Student Arbitration Policy

It is the policy of Davenport University (the “University”) to encourage whenever possible the use of internal dispute resolution processes to resolve student disputes and to utilize arbitration to resolve such disputes where internal processes are unsuccessful.

The University believes that arbitration of student disputes is an effective alternative to litigation for all concerned. The arbitration process offers several advantages to both students and the University. Binding arbitration is normally much faster and simpler than court proceedings. Because of this, it is also less costly.

It is vital to understand that this Student Arbitration Policy (the “Policy”) does not create or destroy any legal rights; it changes only the forum in which those rights will be resolved. In other words, neither the University nor the student may go to court or to an administrative agency to resolve a dispute subject to this Policy, except as noted in paragraph 6 below. Both the University and the student will be obligated to pursue exclusively through arbitration any and all claims which they might otherwise bring in a court of law or before an administrative agency.

1. Relationship to the Complaint Resolution Process. The Student Code, together with the University policies and procedures (collectively, the “Internal Process”) as identified in the Undergraduate and Graduate Catalog, contains the University’s dispute resolution procedure for students. The Internal Process uses different techniques, ranging from discussions with a student’s professor or faculty member to a more formal review, to resolve disputes. This Policy is not part of the Internal Process. It is, instead, a separate and freestanding University policy. If applicable, the student must first utilize and exhaust the Internal Process before a demand for arbitration can be made under this Policy, unless the University agrees in writing to bypass one or more of the steps of the Internal Process.
2. Arbitration Proceedings. Any and all disputes or disagreements between the student and the University relating to any Covered Claim (as defined below) shall be resolved by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association (the “AAA”). The arbitration process shall be administered by the AAA. The arbitrator shall issue a written decision that shall include a rationale supporting the decision, findings of fact, and conclusions of law. The decision shall be final and binding on the parties, and judgment may be entered on the arbitrator’s decision in a court of competent jurisdiction. The arbitration proceedings shall be conducted in a confidential manner. Arbitration shall constitute the sole and exclusive forum for resolution of any and all disputes relating to Covered Claims.
3. Waiver of Judge or Jury Trial. By virtue of a student’s acceptance of this Policy on the Application for Admission and becoming enrolled or continuing to

attend the University, the student and the University mutually agree to submit to final and binding arbitration all Covered Claims which they have against each other that would otherwise be brought in state or federal court or in an administrative agency.

Consequently, both the student and the University expressly waive any right to have any Covered Claim resolved in a court of law by a judge or through a jury trial or before an administrative agency.

4. Time for Filing Claims. To demand arbitration of a Covered Claim, the demanding party must provide written notice to the other party no later than one hundred and eighty (180) calendar days from the date when the Covered Claim first arose or within the time period provided by law, if that time period is less than one hundred and eighty (180) calendar days. A student’s demand for arbitration must be directed to the University’s Provost. The University’s demand will be directed to the Student’s last known address. A party’s failure to make a timely written demand for arbitration means that the party’s claims have been forever waived and can no longer be pursued against the other party in any forum.
5. Covered Claims. A “Covered Claim”, for purposes of this Policy, means any claim that could be brought in state or federal court or administrative agency arising out of, or relating to, the student’s attendance at the University, except as noted in paragraph 6 below.
 - a. Covered Claims include, but are not limited to, claims involving laws against discrimination, including discrimination based upon sex, race, color, national origin, religion, disability, age, or any other category protected by state or federal law; claims based on admission, enrollment, class participation, suspension, expulsion, academic standards, or other academic matters; contract claims; tort claims; failure to educate claims; claims against current or former University Trustees, officers, employees, or contractors related in any way to Covered Claims; and claims for an alleged violation of any federal, state, or other governmental law, common law, statute, regulation, or ordinance.
 - b. All procedural issues and questions of arbitrability relating to a Covered Claim shall also be submitted to the arbitrator, not the court, for resolution.
 - c. Each party may request such remedies, damages, or other relief allowable by the state and/or federal law applicable to their Covered Claim.
6. Federal Direct Loans. The University agrees that neither it nor anyone else will use this policy to stop you from bringing a lawsuit concerning the University’s acts or omissions regarding the making of a Federal Direct Loan or the provision by the University of educational services for which the Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or be a member of a class action lawsuit for such a claim even if the student did not file it. This provision does not apply to lawsuits concerning other claims. The

University agrees that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan for the provision of educational services for which the loan was obtained.

7. Miscellaneous. This Policy constitutes the sole method for the resolution of Covered Claims. If any provision of this Policy is found to be void or is otherwise unenforceable, in whole or in part, it shall not affect the validity of the remainder of this Policy, which will remain in full force and effect. The Student understands that this Policy also is binding on any individual or entity claiming by or through the Student or on the Student's behalf.

Issue Resolution Process

Davenport University is committed to a process that provides for the opportunity for the prompt and equitable resolution of all student complaints and issues to the satisfaction of both the member of the University community and the University. The Issue Resolution Procedure is designed to provide the University community with both an informal and formal process whereby a member of the University community may request the review and resolution of a concern if satisfactory resolution has not been reached by way of the daily problem-solving activities which, in most cases, should result in immediate resolution. Members of the University community are encouraged to address any concerns immediately with the supervisor of the area the issue or complaint lies; timely and candid discussions best assures that a minor problem does not develop into a major one. The entire Issue Resolution Process can be referenced at <http://www.davenport.edu/campus-life/issue-resolution>.

STUDENT CODE

Introduction

The purpose of the Student Code is to provide all University students with guidance and to promote standards of personal integrity that are in compliance with the mission of the institution. Students attending the University automatically accept the application of the University's Student Code and its processes. Any questions regarding the interpretation or application of the Student Code and its processes can be answered by the Center for Campus Life.

The following is the official policy of the University regarding student rights and responsibilities. The Student Code outlines the disciplinary procedures, the hearing process, appeal process, the application of sanctions, and provides details regarding Title IX.

The disciplinary procedures used by the University are considered part of its educational process and support its philosophy to produce graduates who are ethically and professionally oriented. Hearings conducted as part of this process are not courts of law and are not subject to many of the rules of civil or criminal proceedings. Because some of the violations of these standards are also violations of law, students may be accountable to both governmental authorities and to the University for their actions. Disciplinary action at the University will proceed at the discretion of the Executive Director of Campus Life and/or appropriate directors, notwithstanding any related civil or criminal proceedings. The University reserves the right to alter, change, or modify these policies and procedures at any time as deemed best for the safety, security, and benefit of the University community. Such changes will be published accordingly.

Definitions

1. "Business day" shall be defined as Monday through Friday excluding official University holidays or University closures.
2. "Campus designee" refers to a University appointee who is responsible for initiating the Student Code process at the local level.
3. "Complainant" refers to a member of the University community, a student organization, or the University who is bringing charges against a student organization or a student. When the complainant is a student organization or the University, a single person may be appointed by that body to represent it.
4. "Hearing Officer" refers to the person or persons selected to administer the Student Code process, as outlined later in this document, to determine whether there has been a violation of the Student Code and to determine appropriate sanctions.
5. "Hearing" refers to the scheduled meeting wherein the respondent is provided the opportunity to present all relevant information and evidence regarding the alleged misconduct.
6. "Member of the University community" includes any person who is a student, faculty member, University official, or other person employed by the University.
7. "Respondent" refers to a student organization or student charged with a violation of University policy, not the University itself.
8. "Student" shall be defined as any person admitted, enrolled or registered for study at Davenport University. Student also includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or have a continuing relationship with Davenport University.
9. "Student Code" is defined as the written regulations of the University applicable to students and student organizations as found in, but not limited to: the student handbook, the University catalog, University residence hall publications, the University website, and any other official publications of the University.
10. "Student Organization" includes all athletic teams, club teams, student based organizations registered with the University through the local campus office.
11. "University" is defined as Davenport University, and includes all campuses.
12. "University official" and/or "appropriate director" includes any person employed by the University who performs assigned administrative or professional responsibilities.
13. "University property" and "University premises" include all land, buildings, facilities, and other property in the possession of the University or owned, used, or leased by the University, including adjacent streets and sidewalks. University property also, where applicable, includes all tangible personal property owned, used, or leased by the University, such as supplies, materials, equipment, technology and furnishings.
14. "University Technology Resources" includes but is not limited to: University computers, networks, software, websites, and properties.

Student Rights

Each student is afforded the following rights:

1. Freedom from unlawful discrimination or harassment on the basis of race, sex, gender, age, religion, national origin, disability, or sexual orientation under federal or state laws.
2. The right to information pertaining to academic standing, graduation requirements, and course requirements.
3. The freedom to establish student organizations consistent with University requirements, to pursue common educational interests.
4. The right to privacy of student records to the extent provided for under applicable federal or state laws. Information will be released only as allowed by federal and state laws.

5. The right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the academic community.
6. The right to a fair process as outlined herein.

Student Responsibilities

Each student accepts the following responsibilities:

1. Students are expected to respect and value the rights of others, support the academic environment, follow standards of the community and encourage the proper use of University facilities.
2. Students are also expected to observe federal, state, and local laws, as well as University rules, regulations, and policies, including the use of existing measures to resolve disputes.
3. Students are expected to make themselves aware of, and comply with, the policies and procedures governing them as members of the University community.
4. Students are expected to conduct themselves as mature individuals at all times consistent with the institution's values, beliefs, and highest standards of ethics and civility. This encompasses all conduct while on campus, off campus, and during all University-related or University sponsored endeavors including, but not limited to: internships, practicums, clinicals, or other University-related experiences.
5. Students are expected to maintain a current local and permanent address with the University. Addresses may be updated through the University website.
6. Students are expected to regularly check their Davenport email and respond to University notices appropriately.
7. Students are expected to comply with all University handbooks applicable to their student status, including but not limited to the Athletic Handbook, the College of Health Handbook, and the Student Code of Conduct.

Misconduct

Any student, group of students or student organization accused of having violated any of the following policies while on University premises, including virtual communications, or during University-related or sponsored endeavors including, but not limited to: internships, practicums, clinicals, or other University-related experiences whether on or off University premises, is subject to disciplinary action by the University. The University reserves the right to investigate and take action for any off-campus student behavior violating the Student Code of Conduct if such behavior is criminal and/or is deemed inconsistent with the values of the institution. Participation in off-campus events that involve students or student organizations at which this Student Code may have been violated, or at which participation has negatively impacted the reputation of the University, may also be investigated. The student's or student organization's continued suitability for enrollment or continued registration may also be examined.

The following is not a complete listing of potential misconduct that may lead to discipline, but serves as a guideline to students and student organizations.

ACADEMIC DISHONESTY.

The University may discipline a student for academic dishonesty, meaning any activity that violates the University standard of academic integrity. Davenport University defines academic integrity as: the expectation that each person's academic work is responsibly and honorably acquired, developed and presented. Davenport University Academics outlines the specifics of the following policy violations on our website, in our handbook, as well as below. Violations of academic integrity include, but are not limited to:

1) Cheating

A student may not use or attempt to use, give or attempt to give unauthorized assistance, materials, information, or study aids in any academic exercise, including but not limited to, the following:

- a) A student must not use or give external assistance on any "in-class" or "take-home" examination, unless the instructor has specifically authorized in writing external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, and analytical tools.
- b) A student must not use another person as a substitute in the taking of an examination or quiz.
- c) A student must not steal, acquire, purchase or obtain from the internet or any other source, academic papers, examinations, examination keys, or other course materials.
- d) A student must not allow others to conduct research or to prepare work for him or her without explicit authorization from the instructor for whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or materials prepared by other persons.
- e) A student must not offer to conduct research or to prepare work for others without advance written authorization from the instructor for whom the work is being submitted.
- f) A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- g) A student must not use or give any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- h) A student must not submit substantial portions of the same academic work for credit or honors more than once without written permission of the instructor to whom the work is being submitted.
- i) A student must not log into another student's or staff member's electronic classroom (i.e., Blackboard, MyITLab, MyMathLab, etc.) to obtain, alter, or destroy materials housed therein.
- j) A student must not procure or purchase academic work from the internet, another student, or a third

party whether by payment, bribe, or promised favors.

2) Fabrication

A student must not falsify or invent any information or data in an academic setting or pertaining to his/her academic status, including, but not limited to: records or reports, resumes, transcripts, laboratory results, research findings, and citations of the sources of information.

3) Facilitating Academic Dishonesty

- a) A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic dishonesty.
- b) A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic dishonesty.
- c) A student shall not upload or otherwise share papers or assignments to websites that list or collect old materials, even under the guise of study assistance.

4) Interference

- a) A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to: the theft, removal (deleting electronically), defacement, or mutilation of resources so as to deprive others of the information contained within those resources.
- b) A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.
- c) A student must not alter a grade or academic score in any way, whether theirs or others.

5) Plagiarism

American standards of plagiarism refer to the intentional or unintentional use of previously created works, ideas, images, or creative works without proper documentation which includes citations of the sources used and a list of references. It is a student's responsibility to ask the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

Plagiarism includes, but is not limited to, the following:

- a) Purchasing any portion a paper.
- b) Copying print or electronic text.
- c) Having someone else write any portion of a paper.
- d) Rephrasing/paraphrasing text to avoid detection.
- e) Rephrasing/paraphrasing text without proper citation.
- f) Copying diagrams, illustrations, charts, pictures, or other visual materials without proper citation.
- g) Using information from audio, visual, or other media without proper citation.
- h) Using information from personal communication (interviews, group discussions, telephone

conversations, email, blogs, etc.) without proper citation.

- i) Using information from an employer Intranet without proper citation and without permission.

6) Self-Plagiarism

Self-plagiarism is submitting previously created material or course work from previous classes, including discussion boards, projects, or presentations, without discussion with and written authorization from the instructor to whom the work is being submitted. It is also impermissible to use an entire paper written for one class in another.

7) Violation of Course Rules

- a) A student must not violate course rules as contained in a course syllabus, College handbook, or University catalog. This also includes documents related to the content of the course or to the enhancement of the learning process, including course rules in classrooms, labs, clinicals, and off-site internships.
- b) A student must maintain expected levels of civility and professionalism, as laid out in course syllabi, College handbook, University catalog, and other documents as it pertains to any academic setting, whether on campus or off-site.

ALCOHOL.

The use, possession, or sale of alcoholic beverages by students is prohibited by Davenport University on all University property including on-campus residential communities, all academic buildings, and all athletic facilities and outdoor spaces, regardless of age, except as expressly outlined below. The following misuses of alcohol are prohibited, and include but are not limited to:

- 1) In Panther Woods and Panther Ridge apartments, only students and guests who are 21 years of age or older may consume and/or store alcohol in the privacy of their apartment, with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied apartment. Students not assigned to the apartment and/or guests under the age of 21 are not to be present when alcohol is being consumed. Kegs, bongs, and mass quantities of alcohol are prohibited.
- 2) Open containers of alcohol are not permitted in any public areas in or outside of the residence halls or apartments, including elevators, hallways, breezeways, lobbies, balconies, entryways, parking lots, lounges, etc.
- 3) Possession or use of alcohol that creates a danger to self or others including, but not limited to, excessive intoxication is prohibited. The abuse of alcohol and high risk drinking activities are prohibited. High risk drinking activities include, but are not limited to, drinking large quantities of alcohol, consuming alcohol at an accelerated pace, participation in drinking games, use of beer bongs, and/or any activity that promotes irresponsible drinking.

- 4) The sale, gift, or transfer of alcohol to minors is prohibited.
- 5) Public intoxication, defined as being under the influence of alcohol or other drugs regardless of age, in circumstances where such behavior causes a disturbance or other concern to the University is prohibited.
- 6) The possession of alcoholic beverage containers is prohibited on campus, except in Panther Woods and Panther Ridge by students who are 21 years of age or older as described above. This includes collectable empty or full alcohol containers and dispensing paraphernalia.
- 7) Alcohol is prohibited at all University activities or student organization activities, excepting University functions or events at which the presence and use of alcoholic beverages has received presidential approval.
- 8) The use of University or organizational monies to purchase alcoholic beverages is prohibited.
- 9) Driving while under the influence of alcohol is prohibited.

DISHONESTY.

Acts of dishonesty are prohibited, including but not limited to the following:

- 1) Furnishing intentionally false information to any University official, faculty member, or office; this includes, but is not limited to: false information on an admission application, or any other document submitted to the University or on the University's behalf.
- 2) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 3) Tampering with the election of any University-recognized student leader or student organization.
- 4) Falsification of University records; each student is expected to complete any University record accurately and honestly.
- 5) Providing false or misleading statements to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.
- 6) Representing or acting on behalf of the University or another individual when not authorized to do so.

DISORDERLY CONDUCT.

Engaging in intentional expressions or conduct that substantially disrupts or interferes with the University's normal functions, the rights of others or causes substantial disorder. Disorderly conduct is prohibited, and includes but is not limited to the following:

- 1) **Threaten or Endanger:** taking an action that threatens or endangers the safety, health, or life of self or others, or behavior that creates the impression of such endangerment.

- 2) **Obscene Conduct:** behavior that the student knows or should know is reasonably likely to be considered obscene under the standards of the local community, including, but not limited to: public exposure of one's own sexual organs, voyeurism, or video or photographed voyeurism, meaning the recording, use, or disclosing or distributing a recording of others in a location or situation where there is a reasonable expectation of privacy (including, but not limited to, a residence hall room, locker room, or bathroom), without knowledge and consent of all individuals involved.
- 3) **Abusive or Offensive Language:** abusive or offensive language inherently likely to provoke an immediate violent reaction, whether or not it actually does so or is grossly indecent or offensive to a reasonable member of the University community.
- 4) **Aiding an Unlawful Act:** aiding any unlawful act or the violation of any University policy.
- 5) **Guest Behavior:** the inappropriate behavior of a student's guests and/or visitors on University premises or at University sponsored functions.
- 6) **Damage:** damage to University property or the property of another.
- 7) **Unsuitable Conduct:** behavior that is considered disrespectful, inappropriate, unprofessional, or falling outside the Davenport University standard of civility.

FAILURE TO COMPLY.

Failure to comply with University sanctions or reasonable directives of University officials is prohibited.

FIRE AND SAFETY EQUIPMENT.

- 1) Possession and/or use of fireworks, incendiary devices, or other dangerous explosives or chemicals is prohibited.
- 2) Arson, meaning the ignition of a fire or attempt to ignite a fire is prohibited.
 - a) Grills and contained fires are prohibited on University property, which includes residential communities. University-owned grills and/or the fire pit may only be used with the express written permission of the Department of Public Safety or the Center for Campus Life, and only in designated areas.
- 3) Due to Davenport University's proximity to an airport, the use of laser pointers and drones is strictly prohibited.
- 4) Improper use or disablement of safety equipment or firefighting equipment such as fire extinguishers, fire alarms, exit signs, smoke alarms, and defibrillators.
 - a) Emergency Call Boxes: activating the call box as a prank or pushing a call button when there is no emergency is considered a breach of the Student Code of Conduct. An automatic fine of \$100 will be assessed.

HAZING.

Hazing is defined as any action or situation imposed on another that can be presumed as forced, or with the intent to create embarrassment, harassment, ridicule, and induce physical, mental, or emotional harm. Hazing in all forms is prohibited, and includes, but is not limited to the following:

- 1) The destruction or removal of any public or private property.
- 2) Any initiation which may inhibit a person's physical health, well-being, or personal safety.
- 3) Any forced activity or action imposed on a person as a condition for membership in a student organization, athletic team, or other organization.
- 4) Any brutality of a physical nature including, but not limited: whipping, beating, forced calisthenics, exposure to the elements, forced consumption of food, alcohol or drugs, sleep deprivation, or any forced activity that would cause distress, the willingness of an individual to participate in such an activity notwithstanding.

HARASSMENT AND/OR THREAT.

Harassment and/or threat is defined as any aggressive or intimidating behavior, or statement therein, intended to cause fear, discomfort, or that display bigotry or hate speech, whether overt or perceived. Harassment and/or threat is prohibited in all forms, and includes, but is not limited to the following:

- 1) Having the purpose or effect of creating an intimidating, hostile or offensive environment.
- 2) Having the purpose or effect of unreasonably interfering with an individual's participation in or access to educational activities, learning opportunities, and/or educational programs.
- 3) Adversely affecting an individual's living space or access to extra-curricular activities and programs, including athletics.
- 4) Harassment and/or threat carried out on the basis of sex, age, race, ability, familial status, height/weight, marital status, national origin, political affiliation, religion, gender, sexual orientation, and/or veteran status.

ILLEGAL DRUGS/PRESCRIPTION DRUGS.

Under the *Controlled Substances Act* establishing federal U.S. drug policy, the following substances are impermissible at Davenport University. The list includes, but is not limited to: substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, misuse of prescription medication (whether prescribed to the student in question or another), and hallucinogens. Illegal drugs are prohibited in all forms, and includes but is not limited to:

- 1) The possession and/or use of controlled substances, illicit drugs, or any substance used as a drug, the inhalation or ingestion of such substances that may alter a person's mental state.
- 2) The production, distribution, sale, transfer, or gift of controlled substances, illicit drugs, or any substance used as a drug that will alter a person's mental state.

- 3) Use of or unauthorized possession of a prescription drug if the prescription was not issued to the student, the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued, or use of a prescription drug which violates local, state, or federal law.
- 4) Possession, use, sale, or manufacturing of drug paraphernalia, including, but not limited to: bongs, scales, glass or plastic pipes, syringes, needles, and/or any handmade or common household items being misused for the purpose of drug paraphernalia.
- 5) Misuse of any household product for the intent of altering one's mental state.
- 6) The use or unauthorized possession of marijuana or cannabis products in all forms, as outlined in federal law.

INAPPROPRIATE USE OF TECHNOLOGY/ UNIVERSITY INTERNET SERVICES.

Theft or other abuse of computers, related computing network, websites, equipment, data, or internet services, and/or the use of University technology resources to interfere with normal operation of the University computing system is prohibited, including, but not limited to:

- 1) Unauthorized entry into, use of, transfer, or deletion of a file or class assignment.
- 2) Unauthorized use of another individual's identification and/or password, or unauthorized provision of a student's identification and password to another.
- 3) Use of University technology resources to interfere with the work of another student, faculty member, University official or other entity.
- 4) Use of University technology resources for personal gain or profit.
- 5) Use of University technology resources to send or obtain obscene or abusive messaging, or to send, share, or sell pornographic material.
- 6) Use of University technology resources to threaten, intimidate, or otherwise violate University anti-harassment or anti-violence policies.
- 7) Copyright Infringement, meaning the use of works protected by copyright law without proper permission. This includes reproduction, distribution, display of copyrighted work, and up to the derivation of a copyrighted work.

OBSTRUCTION OR DISRUPTION.

Acts of obstruction or disruption are prohibited, including but not limited to:

- 1) Obstructing or disrupting teaching, research, disciplinary procedures, and/or other normal University activities or functions.
- 2) Leading or inciting others to disrupt scheduled and/or normal activities within any building or area.

PARKING POLICY.

Students are responsible for all Davenport University parking policy as published on the University website. Violations of these policies may result in disciplinary action.

PROXIMAL COMPLICITY.

Students who enter an area where a violation of policy is occurring, or a violation is initiated in an area that they are in, should leave immediately. In choosing to remain, the student assumes responsibility for all behavior and/or items in that vicinity, regardless of their participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

PUBLIC DEMONSTRATIONS AND PROTESTS.

Davenport University supports students' right to free speech. As such, all lawful, peaceful and organized demonstrations or protests that take place on Davenport University's property are permitted, while simultaneously required to adhere to the following:

- 1) Must be led by current, enrolled students. Outside organizations are not permitted to lead demonstrations or protests on private property.
- 2) Must follow all guidelines laid out in the Student Code of Conduct including but not limited to: maintaining a spirit of civility and respect, refraining from obstruction or disruption, abstaining from abusive or offensive language, and it must not incite or illicit violence.
- 3) No defacement or destruction of Davenport University property.
- 4) May not perpetuate hate speech, intimidation, harassment, discrimination, or create an unsafe environment for those participating or not participating in the demonstration or protest.

Should any student or student group wish to reserve a space for a protest or demonstration, inquire at your applicable campus welcome desk or contact Student Life.

RETALIATION.

No student, group of students or registered student organization may intimidate, threaten, coerce, or take adverse action against any other student or Davenport University employee or affiliate to interfere with any right or privilege they hold as a student or employee, or to repay injury or insult of any kind related to a person's good faith participation in an official University proceeding or process. Acts of retaliation are prohibited, including, but not limited to:

- 1) Retaliation against a reporting party or witness in a University process, whether through the Office of Student Affairs, Athletics, Title IX, Human Resources, or elsewhere.
- 2) Retaliation against a University employee and/or DU affiliate conducting their routine responsibilities in the context of an investigation, hearing, or appeals proceeding.

Persons who believe retaliation is occurring or has occurred toward them as a result of their good faith participation in a University process are invited to

report that allegation to our Incident Report link available on the Davenport University website.

SEXUAL MISCONDUCT.

Sexual misconduct defined, is a broad term which encompasses any behavior of a sexual nature which is unwelcomed. Sexual misconduct is prohibited, and includes, but is not limited to:

- 1) Sexual assault: any sexual act or attempt to engage in any sexual act with another person without the consent of the other person, or in circumstances in which the person is unable, due to age, ability, the influence of alcohol or other controlled substances, or other impairment, to give verbal consent.
- 2) Sexual misconduct: any intentional intimate touching of another without the consent of the other person or in circumstances in which the person is unable, due to age, ability, or alcohol/chemical or other impairment, to give consent.

SEXUAL HARASSMENT.

Sexual harassment on the basis of sex is a violation of state and federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, is strictly prohibited, and includes but is not limited to:

- 1) **Sexual Exploitation/Intimidation:** taking advantage of the sexuality or attractiveness of a person for personal profit or gain, an abuse of power of position, trust or differential power for one's own personal interest or purpose.
- 2) **Sexual Harassment - Quid Pro Quo:** harassing conduct is made either explicitly or implicitly as a term or condition of an individual's participation in or access to educational activities and programs.
- 3) **Sexual Harassment - Hostile Environment:** sexually harassing conduct that has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working, living, or educational environment.
- 4) **Sexual Harassment - Unwanted Advances:** harassing conduct made either physically, sexually, in the form of sexual statements, whether verbal or written, or overt personal attention related to one's sex, which is unwanted.

STALKING.

Stalking is defined at Davenport University as repeatedly pursuing or approaching a person in an aggressive or threatening manner, which is against the expressed wishes of that individual. As such, it is strictly prohibited.

TOBACCO USE.

All buildings on all Davenport University properties are designated as tobacco free. Tobacco products include any product or device intended to simulate smoking: cigarettes, cigars, pipe tobacco, electronic cigarettes, vapes, and/or smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or loose leaf tobacco. Designated areas are clearly marked on each campus for the use of tobacco products, and all use is limited to these spaces.

THEFT.

The unauthorized possession or use of University property or the property of another is prohibited in all forms and includes, but is not limited to:

- 1) Larceny: the theft of personal property which belongs to another.
- 2) Burglary: unauthorized entry into a space or building in order to commit a crime, specifically theft.

UNAUTHORIZED ENTRY.

The unauthorized entry, occupancy, or use of physical or virtual University premises or property is prohibited.

UNAUTHORIZED ELECTRONIC OR DIGITAL RECORDING.

Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it is prohibited. Such conduct includes, but is not limited to, unauthorized recording of personal conversations, phone calls, images including screenshots, meetings, or activities.

UNAUTHORIZED USE OF UNIVERSITY PROPERTY, INCLUDING ONLINE PROPERTY.

Students are authorized to use University property only as consistent with their coursework, student housing, or related educational activities as provided for under this Student Code. The misuse of University property, including online property is prohibited, and includes but is not limited to:

- 1) Online materials, including syllabi, lectures, discussion threads, and other course and University-related materials found online, are the property of the University and should not be disclosed, directly or indirectly, to any person or entity outside of the University, and (in the case of online classes) to anyone otherwise not involved in teaching or who is enrolled in the particular class.
- 2) University physical property such as desks, chairs, tables, or any other University owned items.
- 3) Electronic or tech related items such as computers, printers, scanners, or any other University owned items.

VIOLATIONS OF CAMPUS POLICIES AND OTHER UNIVERSITY POLICIES.

Violations of University publications, including but not limited to: those found in the Residence Hall Handbook, Student Athletic Handbook, publications in the School of Health and Sciences, the College of Health Professions Handbook, those related to Student Employment, Anti-Violence, Anti-Harassment, the Student Employee Handbook, the Student Academic Integrity publication, and all Title IX policies are prohibited and may result in disciplinary proceedings and sanctions under this policy. Guests and visitors to the University will also be held to University policies as outlined in these documents.

VIOLATION OF LAWS.

Violation of federal, state, or local laws is prohibited. This also includes any conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.

VIOLATION OF UNIVERSITY SANCTIONS AND PROCESSES.

Students who violate the terms of sanctions which they are currently under through the University Student Conduct process may be held responsible and receive additional sanctioning on the part of the University.

Students who do not cooperate appropriately throughout a conduct process, by either withholding information, evading professional staff, or obstructing a conduct process, may be held responsible and receive additional charges and/or sanctioning on the part of the University.

WEAPONS.

Possession, use, control, or distribution of any weapons is prohibited on all University premises across all campuses in both indoor and outdoor spaces, as well as at any University sponsored event, activity, educational experience, or athletic function. The following items are prohibited without limitation to the University's ability to prohibit additional items, as appropriate:

- 1) Firearms, rifles, shotguns, tasers and handguns, with or without a concealed carry permit.
- 2) BB and pellet pistols, rifles that are spring, gas, or air powered, facsimile weapons, paint guns, and airsoft guns.
- 3) Sharp objects such as: hunting knives, throwing stars, swords, and bows and arrows.
- 4) Explosives, fireworks, dangerous chemicals, bombs, or household items manipulated with the intent to create a bomb.
- 5) Ornamental weaponry used for decorative purposes.
- 6) Self-made weapons or the use of any item with the intent of threatening or causing harm to another. Possession or use of any of the above items, even if legally possessed, that harms, threatens, causes fear, or raises the concern of members of the University is strictly prohibited.

Student Illness Statement

As permitted by law, the University reserves the right to require students who contract a contagious disease to remain quarantined, or away from the University until they present a doctor's statement that they are no longer infectious to others.

Title IX Statement

In accordance with federal law, Davenport University complies with all Title IX mandates. Please see the Davenport University Title IX website for details on process: <https://www.davenport.edu/campus-life/title-ix>.

Student Code Process

Incident Reporting Process

Anyone wishing to report student misconduct shall document all relevant information via an incident report, which shall be provided to a member of the campus administration. An incident report can be filed online at <https://publicdocs.maxient.com/incidentreport.php?DavenportUniv>.

When a written incident report is filed, it shall be forwarded to Student Conduct personnel, and other applicable University Officials. Following review of the incident report (which may include, without limitation, any and all investigation research deemed appropriate by the Campus Designee regarding the underlying incident), a determination will be made by the Campus Designee (in possible consultation with other University leadership) whether charges of misconduct should be filed in response to the incident. The University may take action against a student for violating the Student Code and the student may use this procedure to appeal the decision and/or sanction.

Interim Suspensions and No-Contact Orders

In certain circumstances, the Executive Director of Campus Life, Director of Student Conduct and Care, Director of Housing or campus designee may impose a University or residence hall suspension prior to a Student Code hearing. Interim suspension may be imposed if the student poses a threat of disruption or interference with the normal operations of the University or, in order to ensure the safety and well-being of members of the University community; to preserve University property; to ensure the student's own physical or emotional safety or the well-being and physical or emotional safety and well-being of others. The affected person will be notified of the interim suspension through electronic mail sent via Maxient or any other electronic messaging system utilized by the University in addition to the possible verbal notification or printed written notice.

During an interim suspension, a student shall be denied access to the residence halls and/or University campuses (including classes) and/or all other University activities, privileges, or team happenings for which the student might be otherwise eligible, as specified by the Executive Director of Campus Life or campus designee. A student may request a meeting regarding an interim suspension within five (5) days of the date of the notice of the interim suspension. The purpose of this meeting will be to determine the duration of the interim suspension. The decision made in this meeting by University officials is final and is not subject to review.

A student's tuition, fees, and residence hall room and board will neither be refunded nor remitted, in whole or in part, due to an interim suspension. At times, in the interest of public safety, it becomes necessary to restrict a student's privileges and prohibit contact with specified individuals by issuing a "ban" or "no contact" order that prohibits entry to a specific location/s or contact with a specific individual/s. Unlike a court order, a University "ban" or "no contact" order

is issued by University officials. This order may be issued when the University determines it necessary to protect safety or to preserve a peaceful environment in which all students can work, study, or live on campus. This action may be based upon a complaint or report of dangerous behavior filed with Public Safety or the Center for Campus Life. Violation of a "ban" or "no contact" order is considered misconduct and will result in disciplinary action that could include immediate suspension or expulsion from the University.

Initiation of Proceedings

If the University chooses to file misconduct charges against a student, a hearing shall be conducted to review the alleged misconduct. Formal notice of Student Code of Conduct proceedings will be sent to the student via the student's University email account to inform the student that a hearing date has been set and charges are pending. The notice shall inform the student of the following:

1. The misconduct alleged to have been committed.
2. The date, time, and place of the alleged misconduct and other relevant circumstances.
3. The date, time, and location of the hearing, most often three business days after the date of notice, dependent on the timing of the occurrence in light of the University calendar.
4. That if the student desires to present one or more witnesses, the student must prepare a list of the persons whom the student may present as witnesses and/or whose statements may be offered as evidence at the hearing and submit the list to applicable University officials prior to the hearing.

Overview of Hearings

The purpose of a hearing is to provide the opportunity for the University official or complainant and the respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the hearing officer to consider impartially all relevant information and evidence, determine the facts, apply University policy, and impose appropriate sanctions if the respondent is found responsible for the alleged violation.

University Student Code of Conduct hearings are administrative hearings that allow flexibility and are not courts of law. The Student Code of Conduct process is separate and independent from any civil or criminal action and may proceed even if a related matter is anticipated or pending in other forums. Rules of evidence and the criminal standard of proof do not apply. A hearing officer is expected to find a student or student organization responsible for violations of University policies only if the preponderance of evidence supports a finding of a violation. Students may have no more than one advocate attend their hearing. The purpose of this individual's presence is to provide support for the student in question. They may be asked to leave should their presence prove an impediment to the hearing. All hearings are closed to the public.

Hearing Conducted Before a Student Conduct Hearing Officer

A hearing conducted before a hearing officer is often called an individual hearing as the respondent meets with one hearing officer or Campus designee. A second University official may be present if deemed appropriate. During a hearing conducted before a hearing officer, the hearing officer will review with the respondent the report that led to the misconduct charges. The respondent will have an opportunity to admit or deny the charges and present any summary information in response to the charges. If appropriate, the respondent may present witnesses or provide witness statements for review. If appropriate, the respondent may have one support person present at the hearing. The hearing officer, after reviewing all information presented, will determine responsibility and, as appropriate, any sanctioning. A written decision will be generated within five business days of the meeting and will be delivered through electronic mail sent via Maxient or any other electronic messaging system utilized by the University. The decision shall be considered received on the date and time that it arrives in the recipient's inbox.

Appeal Process

Decisions of the hearing officer may be appealed to the appropriate director. Appeals must be filed in writing within three business days of receipt of the written decision. The complainant or the respondent may appeal the decision based on one or more of the following:

1. New relevant material evidence or information has been provided that could not have been discovered at the time of the hearing.
2. Procedural error can be shown to have had a detrimental impact on the hearing outcome.
3. Errors in the interpretation of University policy or the sanction(s) imposed were not appropriate for the violation.

Appropriate University directors will decide whether or not there is a basis for an appeal and, if there is, may alter any determination and/or sanction levied by the hearing officer should the above criteria be proven applicable. This decision is final.

Re-Admittance Process for Suspended Students

Individuals seeking re-admittance into Davenport University, and/or a specific program, and/or Davenport University Housing after a suspension are required to contact the Director of Student Conduct and Care before re-enrolling in courses or applying to Davenport University Housing.

An interview will be conducted by the head of Student Conduct, and an appeals committee of applicable staff or faculty. The appeals committee will conduct a review of the terms of the student's suspension and will evaluate the student's responses in their re-entry interview. The appeals committee will then provide a decision to the individual in writing within five business days, subject to holidays, as to whether or not their request for reinstatement is approved.

Re-admittance approval will be subject to the following criteria: full compliance with the sanctions, conduct process and re-admittance process in addition to a review by the committee of a student's written statement of response to the full incident.

Sanctions

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not exclusive, but serve as guidelines:

Primary Sanctions:

1. Formal warning: a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of University policy in the future.
2. Probation: a period of observation and review. Misconduct warranting probation will result in a minimum of one academic semester and maximum of the duration of the student's academic career at the University. If found responsible for violating any University policies or failure to comply with other requirements stipulated during the probationary period, the student may be immediately suspended from the University, housing and/or its events.
3. Suspension: results in a mandatory and immediate dismissal from classes, and/or the residence halls, and/or athletics, and/or activities at the University. A suspension may last for the remainder of the session/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during the period of suspension may result in expulsion. During a full suspension, the student is not permitted to visit the University premises or attend any University functions without prior written permission from the Center for Campus Life, and may not utilize University resources until the time allotted has passed. Any student who is suspended due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted. Readmission conditions may be specified.
4. Expulsion: the most severe sanction for violation of University policy is expulsion, which results in immediate dismissal and permanent separation from the University. Any student who is expelled due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.

Additional Sanctions:

1. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a defined period of time.
2. Residence Hall suspension: separation of the student from the University housing unit for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.

3. Residence Hall expulsion: permanent separation of the student from University housing.
4. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others and/or the University.
5. Parental Notification: as permitted by law, the University reserves the right to disclose to parents or legal guardians information about a student's violation of University regulations and policies and federal, state and/or local laws governing the use of alcohol or a controlled substance. The University may notify parents/legal guardians of alcohol or controlled substance violation if the student is under the age of 21. Appropriate directors will determine the circumstances under which parental notification takes place.
6. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. Educational sanctions: require a student to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements, such as community service.
8. Loss of privileges: denial of specified privileges for a designated period of time.
9. Disqualification from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.

Sanctions for Student Organizations

Any combination of the following sanctions or other sanctions may be imposed through the hearing process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive but merely serve as guidelines.

Primary Sanctions:

1. Formal warning: a written reprimand that expresses disapproval of the student organization's actions and warns against any future violations of University policy.
2. Probation: includes the loss of all group and campus wide social privileges, except philanthropy. A probationary period may range from four weeks to one full academic year, with a mandatory review before the student organization can be released from probationary status. Any additional violations or failure to comply with requirements stipulated during this period may result in suspension pending further disciplinary review.

3. Suspension: results in a loss of all meeting and activity privileges for a minimum of one full academic year and a maximum of four full academic years. Any additional violations or failure to comply with other requirements stipulated during this period will result in expulsion. Any student organization suspended due to misconduct will not be entitled to any refund of member dues or other fees. Readmission conditions may be specified.
4. Expulsion: the most severe violations of the University Student Code of Conduct by a student organization will result in dismissal and permanent separation from the University. Any student organization that is expelled due to misconduct will not be entitled to any refund of member dues or other fees.

Additional Sanctions:

1. University property restrictions: restriction from certain University facilities or property, either physical or virtual, for a definite period of time.
2. Residence Hall suspension: separation of the student organization from the University housing unit for a definite period of time, after which the members are eligible to return. Conditions for readmission may be specified.
3. Residence Hall expulsion: permanent separation of the student organization from University housing.
4. Fine: a monetary penalty for property damage, theft, or other violations that result in inconvenience or cost to others.
5. Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Educational sanctions: require a student organization or individual to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
7. Loss of privileges: denial of specified privileges for a designated period of time.
8. Disqualification of student organization officers and members from receipt of institutional financial aid, including but not limited to the DU Club Scholarship program.

Notes

GUIDE TO ELECTIVES

Please choose courses from this list of electives as directed by your college program.

Business Electives

Any courses at the 100 level or above from the following areas:

**ACCT BUSN FINC HRMG IDMT LEGL MGMT MKTG
PSMG RMGI SCMT SPMG SPMK**

Plus the following courses:

ENVS125 GPMT HSAD302 HSAD402 IAAS221

Foreign Language Electives

Any course at the 100 level or above from the following categories not already required in the program may be taken for Foreign Language credit:

CHIN GRMN SPAN

General Education Electives

Any course at the 100 level or above from the following categories not required in the program may be taken for general elective credit:

**BIOL CHEM CHIN COMM DATA ECON ENGL ENVS
GEOL GRMN HIST HUMN MATH PHYS POLS PSYC
SABR SOCY SOSC SPAN**

Health Professions Electives

Any courses at the 100 level from the following disciplines:

HINT HLTH HSAD MCMG MEDA

Humanities Electives

Any course at the 100 level or above from the following categories not required in the program may be taken for Humanities credit:

ASLA CHIN COMM ENGL GRMN HUMN SPAN

Math Electives

Any course at the 100 level or above from the following categories not required in the program may be taken for Math credit:

DATA MATH STAT

Natural Science Electives

Any course at the 100 level or above from the following categories not required in the program may be taken for Natural Science credit:

BIOL CHEM ENVS GEOL PHYS

Social Science Electives

Any course at the 100 level or above from the following categories not required in the program may be taken for Social Science credit:

**ECON HIST POLS PROX193 PSYC SABR
SOCY SOSC**

Technology Electives

Any courses at the 100 level or above from the following areas:

BITS CISP CSCI GPMT IAAS NETW TECH

Open Electives

Any course at the 100 level or above that is not already required in the program.

COURSE CODES

To assist you with understanding this section, please use the following key to the codes:

Achieving Career and Education Success	=	ACES
Accounting	=	ACCT
American Sign Language	=	ASLA
Biology	=	BIOL
Bridge Program	=	BRDG
Business	=	BUSN
Business Information Technology and Systems	=	BITS
Cancer Tumor Registry	=	CATR
Certification-Excellence System	=	CERT
Chemistry	=	CHEM
Chinese	=	CHIN
Communications	=	COMM
Computer Information Systems and Programming	=	CISP
Computer Science	=	CSCI
Data Analytics	=	DATA
Economics	=	ECON
English	=	ENGL
Environmental Science	=	ENVS
Finance	=	FINC
Geology	=	GEOL
German	=	GRMN
Global Project Management	=	GPMT
Health Sciences	=	HLTH
Health Information Technology/Management	=	HINT
Health Services Administration	=	HSAD
History	=	HIST
Honors Projects	=	HNRS
Human Resource Management	=	HRMG
Humanities	=	HUMN
Industrial Production Management	=	IDMT
Information Assurance and Security	=	IAAS
Interdisciplinary Studies	=	INTD
Legal Issues/Law	=	LEGL
Management	=	MGMT
Marketing	=	MKTG
Mathematics	=	MATH
Medical Assisting	=	MEDA
Medical Case Management	=	MCMG
Networks	=	NETW
Nursing	=	NURS
Physics	=	PHYS
Political Science	=	POLS
Prior Learning Assessment	=	PLAA
Professional Excellence	=	PROX
Public Safety and Security Management	=	PSMG
Psychology	=	PSYC
Risk Management and Insurance	=	RMGI
Social Sciences	=	SOSC
Sociology	=	SOCY
Spanish	=	SPAN
Sport Management	=	SPMG
Sport Marketing	=	SPMK
Statistics	=	STAT
Study Abroad Experience	=	SABR
Supply Chain Management	=	SCMT
Technology	=	TECH
Urban Education	=	UEDU

Notes:

Courses offered online may have the book cost billed with tuition and fees.

Courses sections designated with EL (Experiential Learning) or SL (Service Learning) may require from 10-20 hours of time commitment per semester outside of class meetings. Students may find EL or SL designated courses by reviewing the DU course schedule.

COURSE DESCRIPTIONS

Achieving Career and Education Success (ACES)

ACES100 Achieving Career and Education Success 3 CR

This course presents the skills needed for university success and initiates students to career planning and development. Students evaluate their abilities and interests in order to develop career goals and align these goals with an appropriate course of study. Through a career investigation project, students are introduced to research techniques. Students also improve on academic skills necessary to successfully complete university work, such as critical thinking, study techniques, and test taking strategies. In addition, students are introduced to important dynamics of interpersonal communication and conflict resolution. The course also orients students to the University, to the Davenport University Excellence System, and to other elements of the Davenport curriculum. (This course is required for all new business and technology and health professions students, except those transferring with 30 or more semester credits.)

Accounting (ACCT)

ACCT200 Accounting Basics for Managers 3 CR

This course is designed strictly for the non-business major. It is a comprehensive survey course of financial and managerial accounting concepts that discusses the financial aspects of starting and growing a business. Specifically, the course explores the role of accounting in business, examining the balance sheet, profit/loss statements, and cash flow reports. Students will also learn how to analyze financial statements and financial trends.

ACCT201 Accounting Foundations I 4 CR

This course is an introduction to accounting principles emphasizing the operation of a business as a sole proprietorship and covers the complete accounting cycle for merchandising and service entities. Partnership accounting is also covered. The application of computer technology to accounting processes is integrated into this course. *Note:* A grade of C or better is required to take the next course in the sequence.

Co-requisite(s): BITS211

ACCT202 Accounting Foundations II 4 CR

This course continues the study of accounting principles with special emphasis on corporations, and basic principles of managerial accounting. A grade of C or better is required to take ACCT301. Additional course fee(s) apply.[‡]

Prerequisite(s): ACCT201 with a C grade or above.

ACCT213 Cost Accounting 3 CR

This course is designed to provide an introduction to cost accounting and cost management techniques. The concepts of cost assignment to goods and services in the context of job order, process, and activity-based costing are covered. The behavior of costs, standard costing and variations—as well as schedules, summaries, and reports used in costing systems—are also introduced to the student.

Prerequisite(s): ACCT202

ACCT220 Accounting Information Technology 3 CR

This course is a study of currently available accounting-business software and the related applications. Students will learn how to operate, evaluate, and apply various software with accounting systems and accounting information systems.

Co-requisite(s): ACCT202

ACCT290 Accounting ABA Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This associate-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status and the completion of ACCT220, ACCT302, BUSN210, MGMT211; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

ACCT301 Intermediate Accounting I 4 CR

This course reviews the fundamental accounting process studied in ACCT202 and continues with a more comprehensive study of the major categories of the balance sheet and statement of cash flow and income statements. Students will also be introduced to applicable APB and FASB pronouncements and related topics. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): Completion of ACCT202 with a C or better grade.

ACCT302 Intermediate Accounting II 4 CR

This course is a continuation of ACCT301 with a comprehensive study of the major categories of the balance sheet, statement of cash flow, and income. In addition, students will be introduced to the accounting, analysis, and reporting of special topics such as pension/retirement, leases, inflation, income taxes, earnings per share and revenue recognition. Students will also be introduced to applicable APB and FASB pronouncements and related topics.

Prerequisite(s): Completion of ACCT301 with a C grade or above.

ACCT310 Accounting Fraud Examination 3 CR

This course is an introduction to the field of forensic accounting. Topics include the history of forensic accounting, the fraud triangle theory, financial statement misrepresentation, and fraud examination techniques, including fraud prevention and control. Students will also be exposed to real-world cases in the area of forensic accounting and will have the opportunity to complete an experiential learning project as part of this course.

Prerequisite(s): ACCT202

ACCT315 Federal Taxation I 3 CR

This course provides an explanation of the federal tax structure and provides training in the application of tax principles as they pertain to individuals. In addition, the course will provide an introduction to taxation for businesses, federal tax laws and regulations, taxation theory, and tax research and planning techniques. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): ACCT202

ACCT316 Federal Taxation II 3 CR

This course continues the study of federal taxation, focusing primarily on business taxation matters for partnerships, corporations, and limited liability companies. In addition, payroll taxes, estate and gift taxes, and other related topics will be covered. Students will be required to prepare partnership and corporation returns, as well as to perform research on a variety of tax issues.

Prerequisite(s): Completion of ACCT315 with a C grade or above.

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

ACCT318 Payroll and State Tax 3 CR
This course is the study of the federal and state laws and regulations that govern the payroll tax arena. This will include learning about the rules and regulations that make-up the tax structure, as well as tax policy. Wage and overtime computations, tax filing compliance applications for federal, state, and local withholdings taxes and employer payroll are covered, along with analyzing and journalizing payroll transactions. State income tax computations will also be covered.

Prerequisite(s): ACCT315

ACCT320 Auditing and Assurance Services 3 CR
This course examines auditing and assurance services. The course focuses on the detailed study of the financial statement audit, including professional responsibilities and ethics, audit planning, internal controls, evidence gathering, and audit reports. Assurance services, reviews, and compilations are also covered.

Prerequisite(s): ACCT302

ACCT350 Accounting Information Systems 3 CR
This course examines the information flow through accounting systems including documentation, the recording process, and financial statements. The use of internal controls in the accounting system is emphasized. Case studies will be used to analyze and evaluate accounting systems.

Prerequisite(s): ACCT220 and ACCT301

ACCT401 Certified Internal Audit Basics (CIA) 3 CR
This course examines the differences between internal and external auditing. Students will learn how to evaluate and develop internal controls by incorporating the COSO framework, CobiT, and Sarbanes-Oxley. The course focuses on the organizing, planning, performing, and directing of internal audits; formulating corporate governance policies and procedures; and the communicating of findings.

Prerequisite(s): ACCT302 and ACCT320

ACCT402 Certified Internal Audit Practice (CIA) 3 CR
In addition to gaining an in-depth understanding of how to conduct the various types of internal audit engagements, this course is designed to prepare the student for the Internal Audit Practice section of the CIA exam. Topics include: Managing, Planning and Supervising Internal Audit Engagements, Engagement Information, Communicating Results, Monitoring Progress, Various Types of Internal Audit Engagements, and Fraud Risk & Controls. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): ACCT302 and ACCT320

ACCT403 Certified Internal Audit Knowledge Elements (CIA) 3 CR
This course is designed to cover a broad range of internal audit information in addition to preparing the student for the Internal Audit Knowledge Elements section of the CIA exam. Topics include: Governance & Business Ethics, Risk Management, Organizational Structure, Management & Leadership Principles, IT & Business Continuity, Financial Management and the Global Business Environment.

Prerequisite(s): ACCT302 and ACCT320

ACCT415 Advanced Accounting Topics 3 CR
This course is designed to further develop the student's analytical and interpretive skills in accounting for business mergers and acquisitions, partnerships and global accounting.

Prerequisite(s): ACCT302

ACCT420 Governmental and Not-for-Profit Accounting 3 CR
This course is a study of accounting and reporting practices used in state and local governmental units as required by the Governmental Accounting Standards Board and the accounting and reporting practices used in not-for-profit entities as required by the Financial Accounting Standards Board. The unique accounting requirements of college, university, and hospital accounting are introduced in the course.

Prerequisite(s): ACCT302

ACCT421 EDP Computer Auditing 3 CR
This course is designed to cover the techniques of computer auditing. The course provides the student with an in-depth view of computer auditing activities, computer information systems control, design and implementation of audit tests, computer-aided audit tools and techniques, and electronic commerce systems.

Prerequisite(s): ACCT320

ACCT461 CMA Prep Financial Planning/Performance Control 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Planning, Budgeting and Forecasting; Section B: Performance Measurement; Section C: Cost Management; Section D: Internal Controls; Section E: Professional Ethics. This course is primarily focused on preparing students to pass Part I of the CMA exam. This course is designed as a continuing study of cost management and cost control techniques. Included in the course is the study of management accounting planning and control techniques and decision-making and performance evaluation techniques. Such techniques include relevant costing, the budget process, capital budgeting, inventory and production management, and organizational performance evaluation.

Prerequisite(s): ACCT213 and ACCT302. It is recommended that this course be completed in one of the last semesters before graduation in order to prepare for the CMA Examination.

ACCT462 CMA Prep Financial Decision Making 3 CR
Introduction to CMA Credential and CMA Learning System; Section A: Financial Statement Analysis; Section B: Corporate Finance; Section C: Decision Analysis and Risk Management; Section D: Investment Decisions; Section E: Professional Ethics. This course is designed to enhance learning from earlier courses with a focus on financial statement analysis. Students are challenged to analyze financial statements with the ability to construct and communicate strategic decisions. Additionally they have to demonstrate an understanding of risk management throughout this process. Lastly, the students are taught to use this ability to ultimately make investment decisions.

Prerequisite(s): ACCT213 and ACCT302. It is recommended that this course be completed in one of the last semesters before graduation in order to prepare for the CMA Examination.

ACCT490 Accounting BBA Internship 3 CR
Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Accounting Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status, Business Foundations completed, ACCT302; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

ACCT495 Accounting Issues and Research 4 CR
This course is a summative capstone for the accounting program. Students will utilize and build upon their previous accounting and business knowledge. Current accounting issues and topics will be identified and discussed. Students will identify current accounting issues related to their particular interest and demonstrate both comprehensive accounting knowledge and integration of writing competencies by conducting research, assessing sources, writing a research paper, and presenting the results. Additional course fee(s) apply.[‡]

Prerequisite(s): Last semester; major courses complete or taken concurrently.

American Sign Language (ASLA)

ASLA111 American Sign Language I 3 CR

American Sign Language (ASL) provides language training and cultural enrichment for people who wish to learn ASL and the uniqueness of deaf culture. This class will not prepare students to become interpreters but is designed to introduce students to the language and culture. This class is particularly useful for students pursuing careers such as allied health, nursing, medical management, or other healthcare related fields as well as paralegal studies where clients may be deaf. The class is designed to allow students to complement their degrees with an ASL experience.

ASLA121 American Sign Language II 3 CR

This second semester American Sign Language course is a continuation of language skills and cultural enrichment introduced in ASLA111. The course will not prepare students to become interpreters but is designed to advance language skills and further promote understanding of deaf culture. This course is particularly useful for students pursuing careers such as allied health, nursing, medical management, or other healthcare related fields as well as paralegal studies where clients may be deaf. The class is designed to allow students to complement their degrees with an ASL experience.

Prerequisite(s): ASLA111 with a C or better grade

Biology (BIOL)

- All BIOL prefixed courses required for the BS Biological Sciences degree program require a C or better grade for successful completion.
- All BIOL prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

Biology lab classes require 2 hours of contact time for 1 credit hour.

BIOL110 Foundations of Cell Biology 3 CR

This course provides a foundation in fundamental biological and cellular concepts common to plants, animals, and microorganisms. Topics include the chemical and molecular basis of life, metabolism, cellular reproduction, principles of inheritance, and evolution.

Co-requisite(s): BIOL110L

BIOL110L Foundations of Cell Biology Lab 1 CR (2 contact hours)

This course is designed to provide the laboratory fundamentals of biological science at the cellular level. Students will focus on the scientific method, cellular structure and function, cellular energetics, photosynthesis, cellular respiration, genetics, and heredity. Additional course fee(s) apply.[‡]

Co-requisite(s): BIOL110

BIOL111 Organisms and Populations 3 CR

This second semester course provides a foundation in the study of biological systems at the organismal level. Students are introduced to structure and physiology of living organisms, evolution and general ecological principles.

Co-requisite(s): BIOL111L

Prerequisite(s): BIOL110 and BIOL110L

BIOL111L Organisms and Populations Lab 1 CR (2 contact hours)

This course is designed to provide the fundamentals of biological science at the organismal level in a virtual lab setting. Students will focus on the scientific method, evolution, biodiversity, plant and animal physiology, and ecology. Additional course fee(s) apply.[‡]

Co-requisite(s): BIOL111

Prerequisite(s): BIOL110 and BIOL110L

BIOL115 Anatomy and Physiology with Human Disease I 4 CR

This course is the first of a two semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. Students will learn anatomical and physiological terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. Students will study the structure, function, common disease processes, characteristics, and treatments related to the following body systems: integumentary, skeletal, muscular, nervous, senses, and endocrine. Each organ system will be studied with emphasis on the relationship between systems. A grade of C or better is required to take the next course in the sequence. Additional course fee(s) apply.[‡]

BIOL116 Anatomy and Physiology with Human Disease II 4 CR

This course is the second of a two-semester sequence that provides a foundation in human anatomy, physiology and the disease process for students in the Health Information Management and Allied Health programs. This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. Students will study the structure, function, common disease processes, characteristics, and treatments related to the following body systems: blood and circulation, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive. Each organ system will be studied with emphasis on the relationship between systems. Additional course fee(s) apply.[‡]

Prerequisite(s): Completion of BIOL115 with a C grade or above.

BIOL120 Essentials of Anatomy and Physiology 4 CR

This course provides the student with the essential principles of anatomy and physiology including introductory chemistry concepts, cell and tissues studies and the structure and function of the following organ systems: integumentary, musculoskeletal, nervous, sensory, endocrine, respiratory, digestive, cardiovascular, lymphatic, immune, urinary and reproductive systems. Students will study the human body using a system-by-system approach. Additional course fee(s) apply.[‡]

BIOL131 Introduction to Human Disease 3 CR

This course introduces concepts of pathophysiology in a systemic manner by comparing the functioning of the human body in normal and diseased states. Students will integrate information relating to the etiology, presentation, evaluation, treatment, and prevention of common human diseases.

Co-requisite(s): BIOL116 if required in degree choice

Prerequisite(s): BIOL115 or BIOL120

BIOL209 Techniques in Laboratory Sciences 4 CR

This course is designed to equip students with the skill set necessary for employment as life science laboratory professionals. Students will learn and practice various lab techniques in a life science laboratory setting. The course will focus on standard laboratory procedures and common laboratory mathematical calculations, procedure documentation and record keeping, solution and media preparation, quality control and quality assurance protocols, specimen handling and storage, as well as regulatory policies and laboratory safety. Course activities are designed to facilitate the application of course content toward development of critical thinking and laboratory problem solving skills. Additional course fee(s) apply.[‡]

Prerequisite(s): BIOL111/BIOL111L, CHEM161/CHEM161L and MATH150

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

BIOL211 Microbiology 3 CR

This course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students compare human microbial pathogens with respect to their structure, function, host selection, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens.

Co-requisite(s): BIOL211L

Prerequisite(s): BIOL110 and BIOL110L

BIOL211L Microbiology Lab 1 CR
(2 contact hours)

This laboratory course presents a comprehensive overview of the role of microbes in disease processes, and is designed for the student in health sciences. Students learn skills applicable to the clinical laboratory, including aseptic techniques, microbial culture, and antimicrobial resistance testing. Students also compare human microbial pathogens with respect to their structure, function, reservoirs, modes of transmission, host effects, and vulnerability to various treatment regimens. Additional course fee(s) apply.†

Co-requisite(s): BIOL211

Prerequisite(s): BIOL110 and BIOL110L

BIOL221 Anatomy and Physiology I 3 CR

This course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and physiological terminology as it relates to body systems, directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems. Students will review the natural developmental and aging processes that occur in each system. *Note:* A grade of C or better is required to take the next course in the sequence.

Co-requisite(s): BIOL221L

Prerequisite(s): BIOL110 and BIOL110L

BIOL221L Anatomy and Physiology I Lab 1 CR
(2 contact hours)

This laboratory course provides an in-depth introduction to the structure and function of the human body, and is designed for the future health care professional. Students will learn anatomical and directional terminology, homeostatic mechanisms, and other fundamental principles of anatomy and physiology. The human body will be studied at the cellular, tissue, organ, organ system, and organism levels. Students will understand interrelationships between the integumentary, skeletal, muscular, nervous, and endocrine systems through laboratory exercises. *Note:* A grade of C or better is required to take the next course in the sequence. Additional course fee(s) apply.†

Co-requisite(s): BIOL221

Prerequisite(s): BIOL110 and BIOL110L

BIOL222 Anatomy and Physiology II 3 CR

This course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will continue to learn anatomical and physiological terminology as it relates to body systems. Students will integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses. Students will also review the natural developmental and aging processes that occur in each system.

Co-requisite(s): BIOL222L

Prerequisite(s): Completion of BIOL221/BIOL221L with a C grade or above

BIOL222L Anatomy and Physiology II Lab 1 CR
(2 contact hours)

This laboratory course expands on previously gained knowledge in the anatomy and physiology of the human body. Students will

integrate the structure and functioning of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems with material from earlier courses through laboratory exercises. Additional course fee(s) apply.†

Co-requisite(s): BIOL222

Prerequisite(s): Completion of BIOL221/BIOL221L with a C grade or above

BIOL310 Nutrition 3 CR

This course provides an introduction to the basic principles of nutrition and its use in therapy. Students will study the metabolism of nutrients and will perform nutritional assessments of both healthy and diseased individuals of all ages. Food preparation, safety, and unique food customs of major cultural groups will also be presented.

Prerequisite(s): BIOL120, BIOL115 or BIOL221/BIOL221L

BIOL312 Pathophysiology 4 CR

This course expands students' understanding of human disease, the effect of heritable factors and aging on disease processes, and the potential for prevention of specific diseases. Students will evaluate case studies with regard to the etiology, history, presentation, evaluation, treatment, and prevention of multi-system human diseases. Students will employ critical thinking in the application of didactic material to clinical nursing practice.

Prerequisite(s): BIOL222/222L

BIOL336 Genetics 4 CR

This course presents an introduction to both classical and molecular genetics. Classic genetic concepts covered include Mendelian and Non-Mendelian patterns of inheritance, as well as linkage and chromosome mapping in eukaryotes and bacteria and bacteriophages. Molecular genetics topics include DNA structure, replication, mutation, and DNA repair; regulation of gene expression in both prokaryotes and eukaryotes; recombination and transposition at the molecular level. Genetic technologies including functional genomics, proteomics, bioinformatics, recombinant DNA, and biotechnology will be introduced and reinforced. Course content will facilitate student understanding of genetic analysis of individuals and populations. Special topics covered will include medical genetics and cancer and developmental genetics.

Prerequisite(s): BIOL211/BIOL211L and MATH150

BIOL354 Cell and Molecular Biology 3 CR

This course presents a detailed examination of cellular systems and cell to cell interactions. Course content will expand in depth upon the relationship between cellular structure and function: interactions between DNA, RNA and protein biosynthesis and how these interactions are regulated; cellular growth and metabolism; and differences in cellular function amongst prokaryotic and eukaryotic organisms including bacterial, plant and animal cells. Concepts regarding regulatory mechanisms of action and the interdependence of intracellular systems will be emphasized.

Co-requisite(s): BIOL354L

Prerequisite(s): BIOL336

BIOL354L Cell and Molecular Biology Lab 1 CR
(2 contact hours)

This laboratory course is designed to provide foundational laboratory experience for future biological laboratory science professionals. Course content introduces students to techniques commonly used in the cellular molecular laboratory including cell fractionation, cell growth and enzyme kinetics, DNA restriction enzyme analysis, and recombinant DNA technology including cloning and transformation. Laboratory exercises highlight the usage of instrumentation and project based research applications of various techniques in the study of cellular processes. Additional course fee(s) apply.†

Co-requisite(s): BIOL354

Prerequisite(s): BIOL336

BIOL382 Science Ethics 3 CR

Students will examine the ethical issues concerning how scientific studies are conducted, and will be guided in how to make well-

reasoned responses to ethical dilemmas encountered in science as well as how to apply established guidelines to ensure the dignity of scientific investigations. Topics could include experimentation with animal and human subjects, conflicts of interest, social responsibility, whistleblowing and guiding the integrity of scientific investigations.

Prerequisite(s): Achieve Senior Status

BIOL430 Advanced Microbiology **3 CR**

This course applies the knowledge acquired in introductory microbiology to address current research topics including emerging infectious diseases, antibiotic resistance, microbial biotechnology, virology and microbial ecology and diversity. The biomedical applications of immuno-genetics and molecular immunology will also be explored. Case studies and problem-based learning methods will be utilized to present course content.

Co-requisite(s): BIOL430L

Recommended Prerequisite(s): BIOL354/BIOL354L

Prerequisite(s): BIOL211/BIOL211L

BIOL430L Advanced Microbiology Lab **1 CR** (2 contact hours)

This course builds on the concepts and laboratory techniques introduced in BIOL211L (Microbiology lab) and their utilization in Environmental, Industrial, and Food Microbiology. Students will also gain experience working with Microbial Biotechnology and Immunological assays and techniques. Emphasis is placed on the practical application of microbiology laboratory skills in the workplace. Additional course fee(s) apply.[‡]

Co-requisite(s): BIOL430

Recommended Prerequisite(s): BIOL354/BIOL354L

Prerequisite(s): BIOL211/BIOL211L

BIOL458 Forensic Science **3 CR**

This is a survey course covering the application of biological laboratory sciences in solving crimes. Topics covered include legal documentation, assessing a potential crime scene, forensic investigation techniques, ballistics, forensic anthropology, wildlife forensics, proper sampling techniques, becoming an expert witness, importance of DNA analysis and industrial/environmental forensics. Lecture and laboratory elements are integrated.

Co-requisite(s): BIOL458L

Prerequisite(s): BIOL354/BIOL354L and CHEM310/CHEM310L

BIOL458L Forensic Science Lab **1 CR** (2 contact hours)

This is a laboratory course to be taken in conjunction with BIOL458 Forensic Science. This course provides the field and laboratory experience associated with proper sampling of crime scenes (DNA, fingerprints, chemicals, biological, ballistic wounds, knife/tool wounds, examination of hair/blood/fiber and other items typically found in a variety of crime scenes). Additionally, this course will cover field identification, collection, and proper handling of forensic evidence for submission to a crime lab. Lecture and laboratory elements are integrated. Additional course fee(s) apply.[‡]

Co-requisite(s): BIOL458

Prerequisite(s): BIOL354/BIOL354L and CHEM310/CHEM310L

BIOL486 Introduction to Bioinformatics **3 CR**

This course is designed to equip students with the basic skills in bioinformatics that use the power of computer science to address biological questions from several scientific disciplines to analyze proteins for drug development, annotate novel genomes, and examine evolutionary relationships. The topics covered in this class provide an application focus and include sequence and structure location in publicly accessible databases, genomic organization with some emphasis on eukaryotic genomics, sequence alignments, structural alignments, multiple sequence alignments, phylogeny, domain identification, protein modeling, active site recognition, ligand docking, systems biology, metabolic pathway regulation and gene expression.

Recommended Prerequisite(s): CHEM310 and CHEM310L

Prerequisite(s): BIOL336, BITS212, and STAT219 or STAT220

BIOL490 Biological Laboratory Internship **3 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

Internships are designed to provide practical experience in any of a range of biologically-oriented laboratories allowing exposure to the practical applications of working in a biology/biotechnology laboratory setting. Students will be required to submit for approval a written description of their proposed activities. Interns will meet regularly with their internship supervisor and a designated faculty advisor to evaluate progress in the program. Internship positions may be paid and must be approved by the Department Chair for Science. Students will be expected to work between 10 and 15 hours per week in the sponsoring laboratory, and must complete a final report on their project. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieve Senior status; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

BIOL494 Foundations of Research **1 CR**

Students must take this course the semester before the BLS Capstone, BIOL496.

This course lays the groundwork for designing and carrying out the required capstone research project in the biological sciences. Students will conduct a literature review of a chosen area of science, write a research proposal, and design experiments applying the processes of science. Students will learn the components of a scientific research paper and presentation. By the end of the course, students will choose a faculty mentor for their capstone research project. A grade of C or better is required to pass this course.

BIOL496 BLS Capstone **2 CR**

Students in this course will complete a capstone project that consists of a mentored research project on a biological topic. The capstone project will be designed or chosen by the student in consultation with a faculty mentor. The project will include evaluation of data and communication of the study intent, methods, results, interpretation, and conclusion in a written report and student presentation. This course fulfills the University's experiential learning requirement. A grade of C or better is required to pass this course. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieve Junior or Senior status; successful completion of BIOL494 Foundations of Research in the prior semester.

Bridge Program (BRDG)

BRDG001 Bridge Program Participant **0 CR**

The Bridge Program is offered mid- to late August. It is designed for students who have less than 15 transferable college credits and have tested into MATH030 Elementary Algebra. It will be two weeks of intensive study in algebra and will prepare the student to enter MATH120 College Mathematics or MATH125 Intermediate Algebra in the fall semester.

Prerequisite(s): Mathematics section of the Accuplacer test completed.

Business (BUSN)

BUSN210 Professional Ethics **3 CR**

This course explores applied ethics, focusing on social and professional situations especially in the fields of business, law, and technology. Students learn ethical theory as they examine the complexities of ethical dilemmas. Students also compare and contrast ethical and moral systems. In addition, students apply creative and critical thinking to ethical dilemmas involving professional and social responsibility. Additional course fee(s) apply.[‡]

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

BUSN225 International Business**3 CR**

This course focuses on the international dimensions of business by clarifying and classifying country differences with regard to political economy. International Trade Theory, Foreign Direct Investment, and the Global Monetary System are explained. Emphasis is placed on competing in the global marketplace. International business situations dealing with trade, ethical dilemmas and globalization are examined with the use of proper case analysis techniques.

Prerequisite(s): MGMT211

BUSN265 Entrepreneurship**3 CR**

This course provides foundational knowledge of the entrepreneurial process and its applications in new ventures and other aspects of business management. It addresses the elements of a good business plan, and explains how to build new venture teams and secure financial support. Using case analysis, simulations and experiential learning, the student will develop the ability to recognize and evaluate new business opportunities and define basic strategies for enterprise growth and development.

Prerequisite(s): MGMT211 and MKTG211

BUSN303 Business Research**3 CR**

While "Google" has become synonymous with search, it is only one of many tools available to researchers today. BUSN303 directs students to original data sources — public and private, internal and external — that lead to unique insights and data-driven business decisions. Students will complete a secondary research project, from problem definition through presentation of results, and gather/analyze data from a wide variety of resources. This course prepares students for future research success, both academically and in the world of business.

Prerequisite(s): BITS211; MKTG211; MGMT211 or SPMG211

BUSN489 Field Experience in Business**3 CR**

This course provides students the opportunity to apply discipline-related knowledge through live, field-based projects with organizational clients from diverse industries and sectors, including entrepreneurs, small businesses, and non-profit organizations, among others. Teams of three to five students, with support of faculty, provide data, analysis, and recommendations designed to help clients achieve new insights on organizational challenges and to impact growth. This course is one option to meet the Experiential Learning requirement in the D.W. Maine College of Business.

Prerequisite(s): Senior status; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

BUSN495 Business Planning Capstone**4 CR**

Students will demonstrate their ability to make strategic and tactical decisions that are grounded in research information, data and financial analysis through the development of an integrative, comprehensive and cohesive business plan for an organization with international growth potential. Additional course fee(s) apply.[‡]

Prerequisite(s): This course must be taken in the last semester

BUSN496 International Business Capstone**4 CR**

This case study course places management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as sustainability, ethics and social responsibility. Students explore the skills necessary for international decision making through numerous simulations, exercises and projects. Additional course fee(s) apply.[‡]

Prerequisite(s): BUSN210, BUSN225 and SOSOC201

Business Information and Technology Systems (BITS)

BITS101 Computer Essentials**3 CR**

This course is designed for novice computer users. The primary focus is the development of keyboarding ability since this skill is a prerequisite to computing success. Other areas to be studied include configuring the Windows desktop and managing files with Windows Explorer. Students will also learn the basics of operating a computer for simple word processing tasks, searching the Internet, and effectively using email.

BITS209 Dynamic Presentations**1 CR**

Students create dynamic, computerized presentations using the advanced tools of professional-caliber presentation software. Students will learn to enhance presentations with custom animations, transitions, action controls, and a variety of multimedia objects. In addition to design techniques, students study the tools for professionally delivering a presentation within various environments. This course is recommended for all students who will need to make polished presentations in their career.

Recommended Prerequisite(s): CISP100

BITS211 Microcomputer Applications: Spreadsheet**3 CR**

Students create and manipulate spreadsheets with MS Excel to solve business applications. It is expected that students have a familiarity with spreadsheet software, as the course quickly progresses to advanced features, including data validation, linked workbooks, pivot tables, lookup functions, solver, and scenario manager. By the end of the semester, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): MATH120 or MATH125

BITS212 Microcomputer Applications: Database**3 CR**

Students learn to create and manipulate databases to solve business applications. The course begins with the basic structure and configuration of tables, queries, forms, and reports. It then advances to more complex queries, custom forms and reports, macros, and the integration of databases with the web and other programs. At the end of the semester, students combine these features into a functional database which has a user-friendly interface. By the end of the semester, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): CISP100

BITS213 Microcomputer Applications: Desktop Publishing**3 CR**

Students learn to design high-quality, marketable publications with industry-standard page composition software. Sample projects include newsletters, brochures, letterheads, business cards, and online materials. Publication design principles and software competency are integral components of this course. Students work on team projects and pre-press activities which are critical components of desktop publishing.

Recommended Prerequisite(s): CISP100

BITS214 Microcomputer Applications: Word Processing**3 CR**

This course expands on prior word processing knowledge. Students study advanced commands and features of industry-standard word processing software for production of various business documents. Some areas of study include macros, mail merge, sharing data, compiling specialized tables, collaborative tools, and forms. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): CISP100

BITS301 Image Editing Applications **3 CR**
 Students create, edit, and prepare graphics for print publications and websites using professional image editing software. A project approach gives students an advanced-level of understanding of photo editing and design for a variety of media formats. Students will create dynamic artwork using layers, color commands, painting tools, filters, typeface design, and many other image techniques. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.
Recommended Prerequisite(s): CISP100 and CISP220

BITS302 Graphic Illustration Software **3 CR**
 This course introduces students to professional digital illustration software. Students will learn to create everything from simple graphics, icons, and text to complex, multi-layered illustrations for print publications, multimedia presentations, or the web. Students learn to draw illustrations electronically, transform objects, work in layers, and create special effects with patterns, brushes, and filters.
Recommended Prerequisite(s): CISP100

Cancer Tumor Registry (CATR)

CATR110 Cancer Registry Structure, Operations Management **4 CR**
 This course introduces students to the various types of cancer registries. Topics of cancer data, confidentiality, and legal and ethical issues will be explored. Students will become acquainted with the national and professional organizations that govern cancer registries and set the standards for use of cancer data. The operational components of a cancer registry and the standards for Commission on Cancer (CoC) accredited cancer programs are covered in depth. Students will be introduced to disease registry files and registry standards. Cancer registry functions, including principles of abstraction, case finding, follow-up and networking, will be introduced. *Note:* A grade of C or better is required to pass this course successfully.

CATR130 Cancer Disease Coding and Staging **3 CR**
 This course provides students an overview of cancer as a disease including the pathophysiology. Students will be introduced to oncology coding and staging systems with a general overview of the International Classification of Diseases for Oncology terminology and classification system (ICD-O). Students will be introduced to the Solid Tumor Rules, Extent of Disease, American Joint Committee on Cancer (AJCC) Cancer Staging and Summary Stage. Students will apply these guidelines to code cancer scenarios from medical record documentation. *Note:* A grade of C or better is required to pass this course successfully.
Prerequisite(s): CATR110, BIOL115, BIOL116

CATR210 Oncology Treatment and Coding **3 CR**
 This course provides students with an overview of the treatment modalities available to manage cancer disease for coding purposes. These treatments include surgical procedures, chemotherapy, radiation therapy, immunotherapy, et al. Students will build their cancer coding skills to include coding cancer diagnosis, treatments, and staging of disease to support cancer surveillance. *Note:* A grade of C or better is required to pass this course successfully.
Prerequisite(s): CATR130, BIOL115, BIOL116

CATR220 Abstracting Methods **4 CR**
 This course introduces students to the principles of cancer registry abstracting. Students will use the case finding process to identify reportable cases and select appropriate clinical information from medical records in alignment with cancer regulatory core data item requirements. Students will gain proficiency identifying, coding, and staging site-specific cancer information using appropriate manuals and computer applications. *Note:* A grade of C or better is required to pass this course successfully.
Prerequisite(s): CATR210

CATR230 Cancer Follow-Up and Data Quality **2 CR**
 This course examines the follow-up methodology and resources used to obtain follow-up cancer data in regard to disease status, recurrence, treatment and diagnosis of subsequent primary cancers. How follow-up information is used within the cancer registry will also be reviewed. Students will be introduced to cancer statistics and surveillance, assessing how cancer data is used to support epidemiology, annual reporting of cancer data, and follow-up activities. *Note:* A grade of C or better is required to pass this course successfully.
Co-requisite(s): CATR220

CATR299 Cancer Tumor Registry Practicum **3 CR**
 This practicum course provides supervised professional practice projects structured to allow students learning experiences with a cancer tumor registry at a hospital or a central registry (requiring at least 160 hours of experience per semester coupled with simulation activities). Principles of cancer registry management will be applied through observation and/or mentorship, and participation in a variety of cancer registry functions and simulations. The major emphasis is on the acquisition of knowledge, analysis of technical procedures and development of skills for the performance of those technical procedures. This course may require student travel. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for activities which may potentially include site visits, conduction of professional interviews, field trips, simulation, individual mentoring with a preceptor, or on-campus residency. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. A grade of C or better is required to pass this course successfully.
Prerequisite(s): Completion of all other CATR courses and must have Program Director approval.

Certification-Excellence System (CERT)

CERT401 Global and Intercultural Competence **0 CR**
 Students earning certification in Global and Intercultural Competence have demonstrated mastery-level proficiency via faculty assessment of their understanding that working and succeeding in an inclusive, multicultural, and international world involves complex issues present in diverse environments. Certified students demonstrate the ability to synthesize the complexities of cultural contexts, evaluate how personal cultural biases influence interactions, assess issues from diverse cultural perspectives, and propose informed solutions to cultural problems.

CERT402 Civic and Social Responsibility **0 CR**
 Students earning certification in Civil and Social Responsibility have demonstrated mastery-level proficiency via faculty assessment of their recognition of the value of civic and social responsibility to empower themselves to make informed decisions and participate in the communities in which they live. Certified students demonstrate the ability to argue how diverse community knowledge is essential for meaningful participation in communities, synthesize knowledge of community assets and needs through appropriate analytical tools, assess the relationship among the economic, social and environmental factors involved in community issues, and argue how core principles of the academic discipline could contribute to building and sustaining functional communities.

CERT403 Ethical Reasoning and Action **0 CR**
 Students earning certification in Ethical Reasoning and Action have demonstrated mastery-level proficiency via faculty assessment of their recognition that integrity is an essential component of accountability and is required in the evaluation of differing value systems to determine appropriate courses of action. Certified students demonstrate the ability to analyze the complexity of an ethical issue, create multiple alternative courses of action related to the ethical issue, and defend an ethically sound solution to the issues from the alternative courses of action.

CERT404 Critical and Creative Thinking**0 CR**

Students earning certification in Critical and Creative Thinking have demonstrated mastery-level proficiency via faculty assessment of their development of how to appreciate the importance of context and perspective when identifying and challenging assumptions, ideas, processes, and experiences. Certified students demonstrate the ability to assess evidence for relevance, generate well-reasoned conclusions which demonstrate independent thinking, develop innovative approaches clearly applicable to a given situation, and transform ideas into entirely new forms.

CERT405 Analysis and Problem Solving**0 CR**

Students earning certification in Analysis and Problem Solving have demonstrated mastery-level proficiency via faculty assessment of their use of quantitative and qualitative methods of inquiry to assess and evaluate complex problems. Certified students demonstrate the ability to interpret the full scope of a problem under consideration using appropriate qualitative or quantitative data, synthesize evidence to reveal insightful patterns related to the problem, create data-driven solutions that are logical extrapolations from analysis of the problem, and defend limitations to the proposed solutions.

CERT406 Leadership and Teamwork**0 CR**

Students earning certification in Leadership and Teamwork have demonstrated mastery-level proficiency via faculty assessment of their understanding of how to build, direct, and facilitate groups in order to utilize members' talents to meet attainable goals. Certified students demonstrate the ability to align knowledge, skills, and abilities of team members to create a positive dynamic, synthesize team members' strategies to create motivation through changing situational dynamics, create clear standards for optimal group performance, and execute thorough reflection on accomplishment toward team goals.

CERT407 Information and Technology Proficiency**0 CR**

Students earning certification in Information and Technology Proficiency have demonstrated mastery-level proficiency via faculty assessment of their understanding of how to identify, access, and manage information and technology resources effectively in interpersonal, social, and professional settings. Certified students demonstrate the ability to create a well-defined search strategy using sources most appropriate to a problem, evaluate information from multiple suitable sources appropriate to the problem through a process, apply information through the use of multiple computer applications, and apply responsible use of technological applications.

CERT408 Written Communication**0 CR**

Students earning certification in Written Communication have demonstrated mastery-level proficiency via faculty assessment of their recognition of the potential impact of written documents and how to effectively adapt the necessary skills to produce appropriate documents in a variety of interpersonal, social, and professional settings. Certified students demonstrate the ability to construct documents to meet all stated disciplinary purposes of the writing task, create an effectively organized document in logical order, apply sufficient credible evidence to support the writing task, and apply fluent style (mechanics, grammar, punctuation, sentence structure, spelling, APA) to the writing task.

CERT409 Professional Communication**0 CR**

Students earning certification in Professional Communication have demonstrated mastery-level proficiency via faculty assessment of their understanding and demonstration of professional demeanor, presentation, and communication skills in a variety of interpersonal, social and professional settings. Certified students demonstrate the ability to adapt fully the purpose of the communication situation (informing, persuading, celebrating, motivating, etc.) to the needs of the audience, create a clearly stated central message relevant to the communication situation, generate a variety of support for the central message, and articulate communication with fluent style demonstrating a professional voice.

Chemistry (CHEM)

- All CHEM prefixed courses required for the BS Biological Sciences degree program require a C or better grade for successful completion.
- All CHEM prefixed courses taken as requirements in the Nursing programs require a C+ or better grade for successful completion.

Chemistry lab classes require 2 hours of contact time for 1 credit hour.

CHEM150 Foundations in Chemistry**3 CR**

This course emphasizes general chemistry principles, including introductory topics in organic chemistry and biochemistry for the health professions student.

Co-requisite(s): CHEM150L

Prerequisite(s): MATH120 or MATH125

CHEM150L Foundations in Chemistry Lab**1 CR**

(2 contact hours)

This course is an introduction to general chemistry laboratory principles and techniques that accompanies CHEM150. Emphasis is placed on fundamental chemistry principles, organic chemistry, and biochemistry for the health professions student. Additional course fee(s) apply.[‡]

Co-requisite(s): CHEM150

Prerequisite(s): MATH120 or MATH125

CHEM160 General Chemistry I**3 CR**

This course is the first semester of a two semester course. This course introduces the student to the basic theories and concepts in chemistry. Topics that will be covered include: atomic structure, chemical bonding, stoichiometry, gas laws, thermochemistry, quantum theory, states of matter and solutions.

Co-requisite(s): CHEM160L

Prerequisite(s): MATH120 or MATH125

CHEM160L General Chemistry I Lab**1 CR**

(2 contact hours)

This laboratory course supplements the learning in CHEM160. It is an introduction to fundamental principles and techniques of chemistry. Emphasis is placed on basic chemical theories, stoichiometry, properties of solutions, gas laws, and thermochemistry applications. Additional course fee(s) apply.[‡]

Co-requisite(s): CHEM160

Prerequisite(s): MATH120 or MATH125

CHEM161 General Chemistry II**3 CR**

This is the second semester of a two semester sequence. This course expands on previously gained knowledge and introduces the student to additional basic theories and concepts in chemistry. Topics that will be covered include: reaction rates, chemical equilibrium, acid-base equilibria, thermodynamics, electrochemistry, nuclear chemistry, chemistry of metals/nonmetals and organic chemistry.

Co-requisite(s): CHEM161L

Prerequisite(s): CHEM160 and CHEM160L

CHEM161L General Chemistry II Lab**1 CR**

(2 contact hours)

This course expands on the topics explored in CHEM160L. Emphasis is placed on basic chemical theories, acid-base properties, equilibrium, kinetics, electrochemistry and qualitative analysis. Additional course fee(s) apply.[‡]

Co-requisite(s): CHEM161

Prerequisite(s): CHEM160 and CHEM160L

CHEM250 Organic Chemistry I**3 CR**

This is the first semester of a two semester sequence. This course introduces students to the fundamental concepts necessary for understanding organic molecules and their significance in biological systems. Topics include classes of organic compounds, nomenclature,

covalent bonding, stereochemistry, spectroscopy and reaction mechanisms.

Recommended Co-requisite(s): CHEM250L

Prerequisite(s): CHEM161 and CHEM161L

CHEM250L Organic Chemistry I Lab **1 CR**
(2 contact hours)

This laboratory course highlights the concepts learned in lecture. Students will learn and employ techniques for the preparation, isolation, purification and characterization of organic molecules.

Additional course fee(s) apply.[‡]

Recommended Co-requisite(s): CHEM250

Prerequisite(s): CHEM161 and CHEM161L

CHEM255 Organic Chemistry II **3 CR**

This is the second semester of a two semester sequence. Topics include structure and reactions of aromatic compounds, carbonyl compounds, carbohydrates, amino acids, and lipids; nomenclature of organic compounds; synthesis; and reaction techniques.

Recommended Co-requisite(s): CHEM255L

Prerequisite(s): CHEM250 and CHEM250L

CHEM255L Organic Chemistry II Lab **1 CR**
(4 contact hours)

This second semester laboratory course builds on the foundation set in the first semester. Students will use the separation and purification techniques and synthetic skills learned from the first semester to complete more challenging synthetic tasks. An emphasis will be put on product yield and purity. Additional course fee(s) apply.[‡]

Recommended Co-requisite(s): CHEM255

Prerequisite(s): CHEM250 and CHEM250L

CHEM310 Biochemistry **3 CR**

The fundamentals of biochemistry will be presented, emphasizing a broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of lipids, amino acids, proteins, and nucleic acids. An understanding of the metabolic basis of disease and relevance to human physiology and medicine is highlighted.

Co-requisite(s): CHEM310L

Recommended Prerequisite(s): CHEM255 and CHEM255L

Prerequisite(s): BIOL354 and BIOL354L

CHEM310L Biochemistry Lab **1 CR**
(2 contact hours)

This laboratory course builds upon laboratory skills commonly used by biological laboratory professionals. Project based laboratory instruction includes isolation and characterization of proteins and other biomolecules; computational biochemistry including enzyme kinetics and inhibition, data acquisition/statistics, genomic and proteomic databases, and molecular modeling; spectroscopy (UV/VIS), chromatography (gel filtration, ion exchange, affinity), electrophoretic techniques (PAGE, agarose gel); and genetic engineering techniques, DNA isolation, sequencing, cloning, PCR, and microarrays. Course structure emphasizes research application of techniques and instrumentation. Additional course fee(s) apply.[‡]

Co-requisite(s): CHEM310

Recommended Prerequisite(s): CHEM255 and CHEM255L

Prerequisite(s): BIOL354 and BIOL354L

Chinese (CHIN)

CHIN111 Beginning Chinese I **3 CR**

This first semester Chinese course is an introduction to listening, speaking, reading and writing skills, and Chinese-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of Chinese-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.

CHIN121 Beginning Chinese II **3 CR**

This second semester Chinese course is a continuation of language skills and cultural understanding in CHIN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Chinese-speaking cultures.

Prerequisite(s): Completion of CHIN111 with a C or above.

CHIN211 Intermediate Chinese I **3 CR**

The third semester Chinese course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Chinese-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): CHIN121

CHIN221 Intermediate Chinese II **3 CR**

The fourth semester Chinese course is a continuation of language skills and cultural understanding from CHIN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and build a well-rounded view of diverse Chinese-speaking cultures.

Prerequisite(s): Completion of CHIN211 with a C or above.

Communications (COMM)

COMM120 Presentation Techniques **3 CR**

This course introduces and applies the theories and principles of effective communication. Students learn to organize and present clear, logical messages to specific audiences. They develop confidence in public speaking and increase their ability to inform and persuade listeners. They also implement critical thinking and listening skills. Finally, students exhibit the skills and tools necessary to construct, organize, and deliver effective speeches.

COMM311 Organizational Communication **3 CR**

This course is designed to develop the skills and attitudes necessary for effective communication in business and professional settings. Successful students will be able to evaluate the cultural dynamics of an organization as well as to develop effective strategies of leadership and to enhance internal and external communication, problem-solving and collaborative decision-making abilities.

COMM313 Small Group Communication **3 CR**

This course is a practical as well as theoretical introduction to small group dynamics designed to provide opportunities for developing and improving group communication skills. Successful students will be able to evaluate strategies and techniques necessary for effective group leadership and to develop the skills necessary for conducting and participating in small group discussions, problem-solving and decision-making.

COMM315 Intercultural Communication **3 CR**

This course presents communication as an interaction among people who are culturally different, whether it is because of ethnicity, nationality, self-determination, gender, or age. Because of the changing global community, intercultural communication is vital to each person's life. Successful students will be able to evaluate and apply strategies and techniques necessary to employ effective communication between cultures.

Prerequisite(s): COMM120 and ENGL109

COMM385 Communication Special Topics **3 CR**

This course prepares students for communication in organizations using a problem-solving process. Students practice critical thinking, persuasive strategies, interpersonal communication, teamwork, and current technology while addressing orally and in writing the needs of multiple audiences within organizations. Topics include audience analysis, informative and persuasive writing strategies, research

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

strategies, and the style, tone, organization, and graphics used in organizations. Students prepare documents such as the proposal, feasibility study, progress report, case study, and PowerPoint slides for oral presentations.

Prerequisite(s): ENGL109 and COMM120

Computer Information Systems and Programming (CISP)

CISP100 Introduction to Computers 3 CR

This course introduces students to computer hardware, software, and terminology. Hands-on lab exercises will be extensive and focused on Internet usage, file management, and microcomputer software (word processing, spreadsheet, database, and presentation).

Recommended Prerequisite(s): Keyboarding 25 wpm

CISP111 Requirements Planning and Development 3 CR

This course surveys the main components of the business systems cycle. The five phases of the systems development life cycle (SDLC) (systems planning, system analysis, systems design, systems implementation, and system operation and support) will be investigated. Students will look at how many of the typical business needs are incorporated into a business system. These may include invoicing, accounts receivable, order entry, inventory, accounts payable, payroll, manufacturing, and sales/marketing. Participation in a group project, site visit, or case study will give students a sense of group dynamics in real-world systems development projects.

Recommended Prerequisite(s): CISP100

CISP211 E-Business Technologies 3 CR

This course is an introduction to Internet and Web based technologies, and methods improving purchase and logistics activities. Main topic areas include web-based technologies used to create new business opportunities, business strategies for e-commerce, hardware and software requirements, security concerns, payment systems, MRP, ERP concepts, cloud technology.

Prerequisite(s): CISP111

CISP220 Web Page Applications 3 CR

This foundational course in web page design and development provides hands-on experiences in HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript to develop, validate, link, publish, design, and maintain web pages using industry standard tools. Topics covered include HTML forms, responsive design, interactive content, media usage, cascading style sheets, and the publishing process.

CISP238 Server Side Scripting I 3 CR

Students learn to combine front-end and back-end web development using the Model-View-Controller software pattern. Students create database-driven web pages that can retrieve and manipulate data contained in a database using an entity framework to solve specific problems. *Note:* This course requires a C or better grade in order to take the next course in the sequence.

Prerequisite(s): CSCI232, CSCI234, CSCI239, or CISP242

CISP242 Visual BASIC Programming 3 CR

This course continues the study of programming utilizing Visual BASIC Programming. Emphasis will be placed on how to work with databases from within Visual Basic. Other topics include utilizing class modules, creating DLL's, utilizing common controls and the Windows API functions, and deploying and debugging an application.

Prerequisite(s): CSCI231

CISP246 3D Modeling 3 CR

This course provides the student with an introduction to 3D modeling. Students will utilize polygonal and NURBS modeling to develop surfaces, shapes, and basic animations. Topics covered include lighting, rendering, paint effects, and particles.

Prerequisite(s): CISP111

CISP247 Database Design 3 CR

This course will examine the major types or data models of Database Management Systems (DBMS): hierarchical, network, relational, and object-oriented. The principles and problems of database design, operation, and maintenance for each data model will be discussed and compared. Topics that will be covered include design theory, query language, relational expressions, SQL, stored procedures, client-server interfaces, entity relationship diagrams, normalization, and database security.

Recommended Prerequisite(s): CISP111

CISP253 Python Scripting 3 CR

The Python programming language is cross platform in nature and can be used on Windows, Linux/Unix and Mac OS systems. This broad-based capability makes the Python Scripting language highly useful in the field of technology. The language is highly capable in stream editing of data, data manipulation and parsing, which are required in IT and Forensics.

CISP290 Computer Information Systems Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This associate-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status; BUSN210, CISP111, and either CSCI231 or CISP253; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

CISP303 Web Development 3 CR

This class focuses on front-end web development. Students enhance their web programming skills using industry standard applications. Emphasis is placed on the functions of setting up a development environment, managing code versions, programming responsive flexible sizing displays, and using development tool(s) to help debug code.

Recommended Prerequisite(s): BITS301

Prerequisite(s): CISP220

CISP309 Database Systems 3 CR

This course covers the use of a relational database management system (RDBMS) in the design and development of database systems. Topics include the use of SQL, DDL, stored procedures, indexes, constraints, triggers, user management, query optimization, and administrative tasks.

Prerequisite(s): CISP247

CISP310 Server Side Scripting II 3 CR

This course builds upon the concepts learned in Server Side Scripting I. Advanced concepts in server side scripting will be applied, including webserver configuration, SSL, caching, web service development, and authentication. Students will design, develop, test, and deploy database applications to local and remote environments.

Prerequisite(s): CISP238 completed with a grade of C or better.

CISP316 Web Design 3 CR

In this intermediate to advanced web design course students apply the main website production processes with particular emphasis on design elements involving layout, navigation and interactivity. Hands-on web design exercises will be taught using state of the art software. Design techniques will be discussed and implemented into a functional website that the student will create in the course.

Prerequisite(s): CISP303

CISP330 Software as a Business 3 CR

This course will survey issues related to the commercialization of a software product. Topics will include innovation, entrepreneurialism, business organization options, funding, software development options, intellectual property, and other aspects related to getting from an idea to a successful business. Students will be responsible for designing, developing, and beginning the process of creating a technology start-up company.

Prerequisite(s): CISP111 and MGMT211

CISP340 Mobile Application Development I 3 CR

This course explores the tools, platforms, and techniques required to develop applications for highly mobile and compact devices. Mobile applications will be designed, developed, tested, and deployed that provide computing services to the mobile user. The design implications between traditional desktop application development and mobile application development will be investigated during the course of application development. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): CSCI231

CISP341 Mobile Application Development II 3 CR

This course continues exploring the tools, platforms, and techniques required to develop applications for highly mobile and compact devices. Advanced topics in mobile applications will be discussed with emphasis placed upon the application lifecycle post initial distribution. Topics include debugging, cross-platform development, version management, application distribution, and integrating with web-based services.

Prerequisite(s): Completion of CISP340 with a C or better grade.

CISP381/382/383 International CIS variable CR

This course explores Computer Information Systems (CIS) or e-Business in an international context. Students learn about CIS or e-Business concepts while studying in another nation. Students reflect upon the CIS or e-Business practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

CISP401 Systems Analysis and Design 3 CR

The major concepts of systems analysis and design are reinforced. The student will learn how to provide management for projects that employ the methods of data gathering, fact-finding and input/output design. Using case problems, students will implement the techniques of system development and project management. In preparation for the role of a systems analyst or designer, students will be expected to use all of the skills and techniques of an advanced analyst to research a complex project.

Prerequisite(s): CISP111, CISP247 and either CSCI232, CSCI234, CSCI239 or CISP242

CISP410 Systems Integration 3 CR

This course will investigate enterprise resource planning (ERP), Enterprise Application Integration (EAI), Business Process Modeling (BPM), and Business Activity Monitoring (BAM) in a global enterprise. An ERP framework will be utilized to implement business processes and measure success benchmarks. Topics include the ERP framework, software implementation, Electronic Data Interchange (EDI), Extensible Markup Language (XML), flat-files, systems planning and implementation, and methodologies for evaluating success using ERP.

Prerequisite(s): CISP211

CISP446 Data Warehousing 3 CR

The design and implementation of data warehouses (including data marts and operational data stores) are studied using current database technologies. Topics include data modeling for warehouses, data warehousing infrastructure and tool selection, data exploration, data synthesis and reduction, organizational metadata, data warehouse administration, and other contemporary issues.

Prerequisite(s): STAT322

CISP490 Computer Information Systems Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Computer Information Systems Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status, CISP247 and either CSCI232, CSCI234, CSCI239, CISP242 or CISP310; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

Computer Science (CSCI)

CSCI222 Biometrics Fundamentals 3 CR

This course will present an overview of the topics fundamental to Biometrics. Those topics will include an introduction to the Biometric modalities currently being used today (such as Face, Finger, and Iris). Performance evaluation of biometric systems will be explored as well as understanding the components that make up a biometric system. An overview of the sciences that allow biometrics to be used today will also be briefly covered (Computer Vision, Pattern Recognition, Machine Learning, and Statistical Inference).

Prerequisite(s): IAAS221 or IAAS224

CSCI231 Introduction to Programming 3 CR

This is an introductory course in object-oriented programming. Students learn fundamental programming concepts including structured programming, operations on data and decision-making, looping, recursion, pointers, scope and class of variables strings, numeric arrays, sorting, and an introduction to data structures. Emphasis will be placed on the design, development, and testing of programs used to solve practical problems. *Note:* A grade of C or better is required to take the next level of programming courses CSCI232, CSCI234, and CSCI239.

CSCI232 Object-Oriented Programming with C++ 3 CR

This course is a continuation of object-oriented programming utilizing C++. Students learn to design, code, test, and debug programs using object oriented techniques. Emphasis is placed upon topics such as problem solving, programming structure, arrays, strings, pointers, classes, inheritance, polymorphism, constructors, copy constructors, destructors, overloading operators, virtual functions, I/O file streams, and data files. Students learn how to strengthen problem solving skills and analytical techniques as they apply to their programs a variety of data types, input/output, operators, decisions, looping, and functions.

Prerequisite(s): CSCI231 with a C or better grade

CSCI234 Object-Oriented Programming with C# 3 CR

This continuing course in object-oriented programming exposes students to C# programming and object-oriented analysis and design techniques. Students will design, develop, and test applications used to solve practical problems. Topics explored include classes, inheritance, polymorphism, interfaces, database access, extensible markup language, and network programming.

Prerequisite(s): CSCI231 with a C or better grade

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

CSCI239 Object-Oriented Programming with Java 3 CR

This course investigates advanced topics in object-oriented programming using the Java programming language. Data structures, Trees, Linked Lists, Abstract Data Types, Binary Trees, Graphs, Searching and Sorting Algorithms are covered.

Prerequisite(s): CSCI231 with a C or better grade

CSCI258 Introduction to Game Design 3 CR

This course introduces students to the game development process from storyboarding the initial concept to the final marketing documentation. Topics will include the history of games, graphics, multimedia animation, interactive fiction, game theories and game development environments. During this course, students will utilize multiple game development methodologies to move a project through the major stages of game design with each student assuming one or more of the development team roles.

Prerequisite(s): CISP111

CSCI260 Software Engineering 3 CR

The key objective of this course is to learn modular design of software and documenting the design using symbolic representations, i.e., UML diagrams. The course will cover software life-cycle models and different phases of the software development process. Object-oriented techniques are key to the course. However, this is not a programming course.

Prerequisite(s): CSCI231

CSCI268 Assembly Language and Computer Architecture 3 CR

This course will examine the fundamentals of machine organization, assembly language, and machine language to expose the student to the fundamental operating principles of a central processing unit and related components. Topics may include instruction set architecture, assembling and linking, memory addressing modes, parameter-passing conventions, pipelining, cache and virtual memory organization, I/O and interrupts, registers, RISC vs. CISC, and data representation.

Prerequisite(s): CISP111

CSCI280 Artificial Intelligence 3 CR

This course will present an introduction to the field of Artificial Intelligence. Topics will include problem solving, search techniques (including game playing), inductive learning, decision trees, reasoning, and natural language understanding.

Prerequisite(s): CSCI231 and MATH250

CSCI312 Data Structures and Algorithms 3 CR

This course is a continuation of object-oriented programming that investigates advanced topics in technically oriented programming. Algorithmic analysis using computational complexity and big-O notation will be applied to classic data structures, including but not limited to arrays, vectors, linked lists, stacks, queues, trees, binary trees, binary search trees, and graphs. The computational complexity of classic searching and sorting algorithms will also be investigated.

Prerequisite(s): CSCI232, CSCI234, or CSCI239

CSCI325 Deep Learning 3 CR

This course will introduce the student to the theory and application of deep learning. Machine learning concepts will be covered such as hyperparameters, validation sets, overfitting, under-fitting, bias and variance. Methods for regularization of deep learning methods will be discussed as well as the optimization and application of deep learning algorithms to real world problems. Other concepts that may be discussed could include convolutional networks and autoencoders.

Prerequisite(s): CSCI280

CSCI326 Biometric Spoofing 3 CR

This course will cover the inverse problem to Biometrics: Biometric Spoofing! The course will cover concepts and techniques that are used to spoof Biometric Systems. Topics that may be covered will be liveness detection, encryption, template reverse engineering, and cancellable biometrics. The final project for this course typically involves challenging the student to a hands-on experiment where the

student will spoof a common biometric device with a variety of attacks.

Prerequisite(s): CSCI222 and CSCI231

CSCI335 2D Game Development 3 CR

This course will cover the conventional models and methodologies of computer game design and development. This course builds upon the introductory gaming course using 2D games and simulations. Lectures and hands-on exercises will stress game design, virtual reality simulations, and the evaluation of human play experiences.

Prerequisite(s): CSCI231

CSCI342 Advanced Object-Oriented Programming 3 CR

This course continues exploring the tools and techniques required to perform object-oriented analysis in an effort to design and build reusable, extensible, efficient, and maintainable software. Design patterns, UML, and object-oriented techniques will be utilized throughout the development lifecycle to design, develop, and test software that meets functional and non-functional requirements.

Prerequisite(s): CSCI312

CSCI350 Introduction to Industrial Automation 3 CR

Students will explore industrial automation through introduction to basic automatic systems components such as human - machine interface and controllers. The focus will be on identification of common industries in which automation is used and standards and regulations that apply to automation in the manufacturing sector. Enhancing fixed programmable and flexible automation through the application of mechatronics and computers will also be covered.

Prerequisite(s): CISP111

CSCI360 Secure Software Analysis and Design 3 CR

This course focuses on the principles and practices of secure coding to avoid vulnerabilities within a program that can be exploited by attackers. Students explore the use of security features provided by libraries, such as authentication, encryption, appropriateness and effectiveness. New and emerging language-based security mechanisms will be examined, including ways of specifying and enforcing security policies statically and dynamically.

Prerequisite(s): CSCI260

CSCI370 3D Game Development 3 CR

This course will extend the concepts learned and applied in 2D Game Design to the 3D environment. Topics will include advanced design and architecture, creation of 3D game and simulation development, and interactive virtual environments. Lecture and hands-on exercises will stress application creation and execution in a 3D context.

Prerequisite(s): CSCI335

CSCI380 Computer Vision 3 CR

The course will focus on image processing and introduce the student to the field of Computer Vision. The goal of Computer Vision is to develop methods that will allow a machine to understand or analyze images/videos. We will explore various fundamental topics in the field typically including image formation, edge detection, segmentation and background subtraction.

Prerequisite(s): CSCI222 and CSCI280

CSCI385 Special Topics - Advances in Biometrics 3 CR

This course will tie in the fundamentals learned about biometrics in the introductory course with the computer visions and pattern recognition courses. Students will learn techniques that are currently being used and applied to biometrics as well as study the research that is ongoing. Topics covered may include feature extraction techniques, various pattern recognition algorithms and computer vision topics that are currently being discovered and explored.

Prerequisite(s): CSCI380 and CSCI410

CSCI410 Pattern Recognition 3 CR

This course will cover the different types of data classification and how they are applied to the algorithms that classify the unique biometric traits. Supervised and unsupervised learning methods will be covered. Linear models for regression/classification, nearest-neighbor, and neural networks are just some of the topics that may be covered.

Prerequisite(s): CSCI222 and CSCI312

CSCI420 Parallel and Distributed Systems 3 CR

This course will provide an overview of networked computing, the systems and applications supporting and surrounding them. The autonomous nature of distributed computing, as well as design and implementation issues, is examined. Topics include complexity management, concurrency, protocols, security, performance, networking, reliability, fault-tolerance, and middleware. Distributed systems studied will include client-server computing, distributed objects, peer-to-peer, distributed file systems, multicast communication, distributed shared memory, web services and the WWW architecture.

Prerequisite(s): CISP247

CSCI430 Operating Systems 3 CR

This course investigates operating system structure and design. Topics include computer system structures, processes, threads, CPU scheduling, memory management, virtual memory, I/O, protection, and security. Recent advances in operating system theory will be investigated.

Prerequisite(s): CSCI312

CSCI436 Concepts of Programming Languages 3 CR

In this course, students will examine concepts in the design of modern programming languages. These concepts may include syntax, semantics, control flow, expressions, scope, sub-programs, data types, abstract data types, and concurrency mechanisms.

Prerequisite(s): CSCI312

CSCI440 Introduction to Modeling and Simulation 3 CR

This course introduces students to the fundamentals of modeling and simulation (M&S). Topics covered include M&S theory, simulation tools, data modeling, discrete event simulation, continuous simulations, and Monte Carlo simulation. Students will design, develop, validate, and verify multiple discrete event simulations.

Prerequisite(s): CSCI312

CSCI445 Design and Analysis of Algorithms 3 CR

In this course the student will study algorithms that are core to the Computer Science field as well as an in-depth analysis of each type of algorithm. Selected algorithms may include graph based algorithms, divide and conquer, linear programming, dynamic programming, and computational geometry. Students will also analyze algorithms in order to be able to identify NP-hard problems.

Prerequisite(s): CSCI280 and CSCI312

CSCI448 Collaborative Game Development 3 CR

This course will focus on 2D and 3D game design and development through virtual and physical collaboration. Topics will include the design process, problem solving methods, interdisciplinary teamwork, current industrial practice, and simulation process capabilities. Comprehensive activities will include application specifications, design, prototyping, implementation, testing and documentation.

Prerequisite(s): CSCI370

CSCI460 Secure Software Evaluation and Testing 3 CR

This course focuses on the tools and techniques used to ensure the delivery of correctly functioning software. Evaluation techniques, testing procedures, and testing tools will be investigated that enable development teams to identify and test critical code to ensure that the project complies with the stated security plan.

Prerequisite(s): CSCI260

CSCI472 Automata Theory and Compiler Design 3 CR

In this course, students will explore the Automata Theory, algorithms, and data structures involved in the design and construction of language compilers. During the course, students will be engaged in programming language design and compiler construction in a hands-on environment. Topics may include Finite Automata, Regular Expressions, Context-Free Grammars, Pushdown Automata, Turing Machines, translators, interpreters, compilers, and the phases of compilation.

Prerequisite(s): CSCI312

CSCI490 Computer Science Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Computer Science Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status, CSCI260 and either CSCI232, CSCI234, or CSCI239; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

CSCI497 Computer Science Capstone 3 CR

This is the capstone for the Bachelor of Science degree in Computer Science. Competency of the program will be demonstrated through a project in which the student demonstrates proficiency in their specific major area of study.

Prerequisite(s): Last semester; major courses complete or taken concurrently.

Data Analytics (DATA)

DATA275 Introduction to Data Analytics 3 CR

The basics of data analytics are introduced including descriptive, predictive and prescriptive statistics, regression analysis, and data visualization. The instructional approach is an application-based introduction to data analytics practices such as data cleaning, data organization for analysis, and exploratory data analysis. A key component of instruction is an emphasis on hands-on practice with data analysis projects and presentation of results to multiple audiences. Techniques examined emphasize applicability in multiple organizational sectors including business, healthcare, and technology. Additional course fee(s) apply.[‡]

Prerequisite(s): STAT220

Economics (ECON)

ECON200 Microeconomics 3 CR

This course introduces students to economics. Students learn the basics of supply and demand; the market economy; elasticity; the foundation of consumer demand; the theory of the business firm and costs of production; the market structures of perfect competition, monopoly, oligopoly, and monopolistic competition; theories of labor unions and wages; antitrust policy; and the microeconomic view of international business.

Prerequisite(s): ENGL109 and MATH120 or MATH125

ECON201 Macroeconomics 3 CR

This course introduces students to economics, the schools of economic thought, and international economics. Students learn the methodology, concepts, and terminology of macroeconomics, including principles, theories, and tools. They also study banking, money, the Federal Reserve System, and monetary theory. In addition, macroeconomic problems such as inflation, unemployment, economic growth, and globalization are discussed.

Prerequisite(s): ENGL109 and MATH120 or MATH125

ECON385 Economics Special Topics 3 CR

This course explores economic phenomena in various contexts. Students learn in-depth the significance and implications of economic theory and its applications in business and public policy.

Prerequisite(s): ECON200 or ECON201

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

English (ENGL)

ENGL021 English/Reading Applications 3 CR

A pre-college level course that extends students' knowledge of the writing process, as well as higher-level reading, study skills, and critical thinking techniques. Building on existing skills, students develop strategies for prewriting, writing, revising, and editing using various methods of development. In addition, students apply strategies for effective reading, vocabulary building, and critical thinking, as well as learning how to access and summarize information from electronic sources. Students review grammar and punctuation as needed. Mastery of these skills is an essential component of academic and career success. *Note:* This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA.

Prerequisite(s): Appropriate test scores. Students must complete a diagnostic writing sample.

ENGL109 Composition 3 CR

This course introduces students to expository and persuasive writing. Employing critical thinking and the writing process, students will compose academic essays utilizing a variety of modes. They will also analyze and respond to a variety of academic and professional readings. Students will evaluate information and audience to improve form and content. Students are also introduced to the research process, including finding, evaluating, and documenting sources, to complete a short research project using the American Psychological Association Style. Additional course fee(s) apply for online sections of ENGL109 and for **ENGL109L**, a 0 credit hour lab utilized in the Accelerated Learning Program (ALP) only.†

Prerequisite(s): Appropriate test scores or successful completion of ENGL021. Student must also complete a diagnostic writing sample.

ENGL110 Advanced Composition 3 CR

This course further develops the skills in expository and persuasive writing that were introduced in ENGL109, English Composition. Students develop critical thinking through the creation of essays and documents that use argumentation and persuasion. As a team, students collaborate to present a required assignment to the class. Students learn to research, evaluate, and incorporate information from both primary and secondary sources, to document secondary sources using APA format, and to analyze information and audiences to improve form and content. Additional course fee(s) apply for online sections only.‡

Prerequisite(s): ENGL109

ENGL220 Literary Worlds 3 CR

This course introduces students to a variety of literary works, including poetry, drama, short fiction and the novel. Students learn to analyze the thematic and stylistic elements of literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to identify historical, social, and intellectual trends that affect literary works. In addition, they will recognize how literature can enrich our lives by reflecting upon common personal and professional situations.

Prerequisite(s): ENGL110

ENGL311 Professional Writing 3 CR

This course develops the written and presentation skills necessary for success in professional, supervisory, or managerial positions. Emphasis on communication in both on-paper and digital media is included. Students also learn to use a variety of formats, styles, and delivery systems to achieve the clear, concise, and professional communication required to communicate in global markets. To stress the importance of workplace communication, students create a major professional document as a team.

Prerequisite(s): ENGL110 and COMM120

ENGL385 Literature Special Topics 3 CR

This course introduces students to a specialized study of literary works. The study may be based upon a common author, a common theme, a common literary period, or a common literary genre (such as poetry, drama, short fiction, non-fiction, biography or the novel).

Students learn to recognize the elements shared by an author's work, a theme, a period or a genre. Students learn to analyze the thematic and stylistic elements of the specialized literary works. They also learn to interpret literary works by developing a single point and supporting it with specific examples from the text. Students learn to go beyond the summary of literary works to an analysis of them, using common literary terms.

Prerequisite(s): ENGL110

Environmental Science (ENVS)

ENVS125 Introduction to Environmental Studies 3 CR

This course focuses on issues pertaining to environmental awareness and sustainability. Students will gain an understanding of the various components of the Earth System and the complex relationship between humanity and the global environment. Students will analyze and discuss current environmental issues, as well as currently proposed solutions, and debate their likely impact upon present and future generations. Relevant concepts from natural and social sciences will be utilized to critically and creatively evaluate specific issues of environmental awareness and sustainability as they relate to business, health, and technology.

ENVS385 Special Topics - Environmental Sciences 3 CR

This is an experiential learning field course. The majority of the instruction takes place off campus. Students will examine concepts related to environmental science through hands-on field explorations in outdoor locations. Topics related to environmental science will be selected based on the location in which field explorations will occur. Students will study these topics while hiking through the natural settings in which they exist and learn about the environmental and geologic history of the region(s).

Prerequisite(s): ENGL109 and ENVS125

Finance (FINC)

FINC211 Corporate Finance 3 CR

This course covers the fundamental principles of corporate finance. Students will be introduced to various methods of company analysis, the term structure of interest rates, the relationship between risk and return, time value of money principles, security analysis, cost of capital and capital structure, and capital budgeting techniques.

Prerequisite(s): ACCT201

FINC212 Advanced Corporate Finance 3 CR

This advanced course deals with topics concerning financial management and strategy. Theoretical as well as practical topics are discussed. Topics include financial planning and forecasting, the management of capital, and risk analysis in capital budgeting, as well as the working theories of capital structure and dividend policy. Students increase their analytical and problem-solving abilities in finance through the use of case studies and integrated PC software in applying various topics facing the modern financial manager.

Prerequisite(s): FINC211

FINC215 Investment Planning 3 CR

This course is an introduction to investment fundamentals, including risk and return; investment information sources; market indexes; analysis of the economy, industry and companies; and investments in stocks, bonds, and mutual funds. Students will also be introduced to international investing, active versus passive investment strategies, fundamental and technical analyses, and other investment vehicles such as options, warrants, and convertibles.

Prerequisite(s): FINC211

FINC220 Money and Banking - Treasury Management Focus 3 CR

This course is a study of the United States banking system, as well as how the government and the Federal Reserve Board influence bank operations and US monetary policy. Students will become acquainted with the principles of monetary theory and how the banking system is

a key player in its implementation. Building on concepts learned in macroeconomics, topics will include the structure of the financial services industry; regulatory structure of the banking industry; the bank planning process; the functions of the central bank; and an introduction to international banking. Students will increase their analytical and problem-solving abilities in finance, while learning to analyze monetary and fiscal policy as practiced by the Federal Reserve. Students will also study banks' financial statements and will be introduced to credit analysis, investment management, and loan administration.

Prerequisite(s): ECON200 or ECON201 and FINC211

FINC222 Behavioral Finance 3 CR

This class is an introduction to the effect of psychology on the behavior of people in the financial field, such as portfolio managers, financial planners, investors, brokers, etc. The forces that determine risk-taking behavior in the field of investing will be explored, forces that include greed, hope, and fear. The class discusses the effect of human reactions on important aspects of market behavior and price movements. Issues include the errors committed by financial practitioners who rely on rules of thumb when making investment decisions or processing information, the effect of investors' biased reactions to public announcements about securities, and the effect of perceptions of risk and return characteristics of various asset classes on portfolio management and security selection. A comparison of technical and fundamental analysis strategies and their relationship with behavioral finance is also discussed. Cases demonstrating the application of behavioral concepts to finance will be used.

Prerequisite(s): FINC215

FINC230 Financial Planning and Insurance 3 CR

This course is a study of financial planning and wealth-creation techniques for individuals. Case studies will be utilized to evaluate and establish financial goals of individuals. Tax considerations, fringe benefits, investment techniques, insurance, and retirement and estate planning will also be discussed. Students will learn the application of well-established models and methods in personal financial planning and will be acquainted with concepts, logic methodology, and terms used in the field. Current thinking and developments in the field of financial planning will be presented. The subject of risk management will also be covered, including the various types of insurance: life, health, disability, long-term care, and property, as well as liability insurance. Regulatory, ethical, and legal issues will be discussed.

Prerequisite(s): FINC215

FINC235 Financial Analysis for Business Managers 3 CR

This case study-based course examines the fundamentals of financial analysis from a business manager's perspective, focusing on the analysis of financial information when making strategic business decisions. Topics covered include the practical interpretation of financial statements along with the utilization of various analytical techniques including ratio, common-size and trend analysis. Critical thinking and problem solving will incorporate the analysis of competitor and industry financial information.

Prerequisite(s): FINC211, MKTG211, and either MGMT211 or SPMG211

FINC290 Finance ABA Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This associate-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status and the completion of BUSN210, FINC235, MGMT211; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

FINC301 Retirement Plan/Employee Benefits 3 CR

This course covers the principles of retirement planning. Students will examine defined contribution plans and defined benefit plans for the private sector, as well as retirement plans for nonprofit and governmental entities. The class will also cover the retirement plan design, the plan's installation and administration issues, retirement plan distributions, nonqualified executive benefit plans, and other topics.

Prerequisite(s): FINC211

FINC310 Real Estate Finance 3 CR

This course is a study of real estate as an investment and the strategies utilized in determining desirable properties. Students will discuss financing techniques including syndication, real estate investment trusts, mortgages, and seller-financed properties. Cash flow analysis and financial evaluation techniques will also be explored. Students will learn real estate concepts and financing techniques and will get exposure to the vast array of financing alternatives in real estate and how tax and legal concepts are applied to evaluate financing options for the acquisition of real estate investments.

Prerequisite(s): ACCT201

FINC320 International Finance 3 CR

This course is a study of the operations of the international finance community. The course will emphasize the flow of funds, exchange rate determination and forecasting, management of economics, translation and transaction exposures, and the financing of international trade. The international monetary system, foreign exchange trading, and the problems that occur in international markets will also be discussed. There will be a discussion of the assistance that the banking system provides to the continuing globalization of business.

Prerequisite(s): ECON201

FINC381/382/383 International Finance variable CR

This course explores finance in an international context. Students learn about finance concepts while studying in another nation. Students reflect upon the finance practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

FINC401 Estate Planning 3 CR

This class covers the estate planning process and its goals. The methods of estate transfer at death as well as during life are discussed. The various tax issues that arise with estate planning are examined. Other estate planning issues and considerations such as estate liquidity and postmortem actions are also covered.

Prerequisite(s): FINC301

FINC402 Portfolio Management 3 CR

This course is an advanced study of portfolio construction, management, and protection. The topics covered include setting portfolio objectives, formulating an investment strategy, having a plan for portfolio monitoring and revision, protecting the portfolio when appropriate, and evaluating its performance. The risk-return characteristics of various investment classes are revisited. This is accomplished by covering the mathematics of diversification, a calculation of the correlation and covariance between various asset returns, and the use of these statistical tools in reducing the risk of a portfolio. The revision and evaluation of equity portfolios as well as fixed-income portfolios is presented. Other topics include international diversification, the efficient frontier, market efficiency, and options.

Prerequisite(s): FINC215

FINC403 Health Care Finance 3 CR

This course is an in-depth study of health care financial information. This includes analyzing and interpreting financial information, setting fees, understanding different payment methods health care organizations receive for services rendered to patients, and revenue and receivable management. Other topics include strategic financial planning, the budgeting process, cost variance analysis, and capital

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

project analysis. The class will also cover the difference between for-profit and not-for-profit health care organizations, the tax-status of health care organizations, and the function of managed care organizations.

Prerequisite(s): ACCT200 or ACCT201

FINC490 Finance BBA Internship **3 CR**
Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Finance Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status, all Business Foundations courses completed, ACCT301, FINC212, FINC235, FINC402; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

FINC493 ACG Capstone Experience I **2 CR**

The course will prepare students for the ACG Cup competition. The ACG Cup is an intercollegiate competition among students from colleges and universities in West Michigan. Student participants will gain invaluable experience in a real-world context, receive feedback from leaders in the local business community, and expand networks. During the competition, students analyze complex business cases and present strategies involving merger and acquisition alternatives, valuation, capital markets, finance options, and corporate strategy. Additional course fee(s) apply.[‡]

Prerequisite(s): FINC211

FINC494 ACG Capstone Experience II **1 CR**

This is the second part of the ACG Cup Competition course and includes the case preparation and ACG Cup competition. The ACG Cup is an intercollegiate competition among students from colleges and universities in West Michigan. Student participants will gain invaluable experience in a real-world context, receive feedback from leaders in the local business community, and expand networks. During the competition, students analyze complex business cases and present strategies involving merger and acquisition alternatives, valuation, capital markets, finance options, and corporate strategy.

Prerequisite(s): FINC493

FINC495 Financial Plan Development **3 CR**

In this course, a student will demonstrate his or her ability to integrate and apply knowledge of financial planning topics through the completion of case studies and experiential opportunities. Such opportunities will include the development of a financial plan and the presentation of his or her planning recommendations. Additional course fee(s) apply.[‡]

Prerequisite(s): Last semester; major courses complete or taken concurrently.

Geology (GEOL)

GEOL120 Astronomy **3 CR**

The general concepts of modern astronomy and cosmology are introduced in this class. Students will learn about the general structure of the Solar System including the distribution and physical characteristics of the Sun, satellites, planets, dwarf planets, and small solar system objects. The similarities and differences between the Earth and other astronomical bodies will be discussed. Theories will be debated concerning the origin and fate of the Universe, the Solar System and its place within the Universe, and the probability of life beyond Earth. Telescopes will be utilized to view objects within our Solar System.

GEOL130 Geology of the Southwestern United States **3 CR**

This is a field course. The majority of the instruction takes place off-campus. Students are introduced to the scientific field of geology and apply it through hands-on study in a field setting. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, erosion and depositional environments, surface water and groundwater studies and plate tectonics. Students will study these topics while hiking through the natural settings in which they exist and learn about the geologic history of the region(s). The majority of the course will be held in national parks within the southwestern United States.

GEOL140 Physical Geology **3 CR**

Students are introduced to the scientific field of geology. Students also apply the scientific study of geology in a lab setting. The basic principles of biology, chemistry, mathematics and physics are integrated into a concise and straight forward application to the study of the Earth and earth processes. Topics will include an overview of rock and mineral identification and formation, weathering and erosion, earthquakes, volcanism, erosion and depositional environments, surface water and groundwater studies, and plate tectonics.

German (GRMN)

GRMN111 Beginning German I **3 CR**

This first semester German course is an introduction to listening, speaking, reading and writing skills, and German-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of German-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.

GRMN121 Beginning German II **3 CR**

This second semester German course is a continuation of language skills and cultural understanding in GRMN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse German-speaking cultures.

Prerequisite(s): Completion of GRMN111 with a C or above.

GRMN211 Intermediate German I **3 CR**

The third semester German course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse German-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.

Prerequisite(s): GRMN121

GRMN221 Intermediate German II **3 CR**

The fourth semester German course is a continuation of language skills and cultural understanding from GRMN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and build a well-rounded view of diverse German-speaking cultures.

Prerequisite(s): Completion of GRMN211 with a C or above.

Global Project Management (GPMT)

GPMT287 Principles of Project Management 3 CR

Students gain an essential understanding of the discipline and approach to the management of projects in a global environment. Topics explained include project definition, resource planning, project scheduling with Gantt charts, project control, as well as planning and scheduling with limited resources. Topics are explored from both a quantitative and qualitative perspective. Students learn and utilize project software throughout the course. Various techniques used in planning, scheduling, ROI, and controlling projects will be explored and applied through the use of simulations. Additional course fee(s) apply.[‡]

Prerequisite(s): HLTH211, MGMT211 or CISP111

GPMT290 Project Management Internship 1, 2, or 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This sophomore level Project Management Internship is intended to introduce students interested in the field to the Project Management workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student's major field, specialty and individual interest and provide work appropriate to a student exploring entry to the professional environment of Project Management. The course is variable credit (1, 2, or 3) with 1 credit requiring 50 hours of career-related work time at the internship site; 2 credits require 100 hours and 3 credits require 150 hours. The course may be repeated for up to a total of 3 credits. Student must meet the minimum 3 credits of Technology Management internship requirement through GPMT490. GPMT290 allows students to take an additional internship earlier in their career. All employment site work must be evidenced by reports filed by the student as well as completion of other academic requirements. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status; 9 or more credit hours completed in Residency at Davenport; 6 credits completed in the Foundation of Technology including GPMT287; cumulative GPA of 2.0 and minimum major GPA of 2.3.

GPMT385 Project Scheduling with Agile 3 CR

This course provides an in-depth look at scheduling in the complex world of global projects. Students will use MS Project as a platform to learn how to plan and create realistic project schedules, network diagrams and work breakdown structures. Additional topics include scheduling with agile methodology, estimating activity duration, determining the critical path, corrective actions, and generating reports. Students will get plenty of practice using MS Project tools using case studies to gain real world experience. Course aligns with Project Management Body of Knowledge (PMBOK) teachings.

Recommended Prerequisite(s): GPMT287

GPMT400 Project Financial/Risk Analysis 3 CR

This class delves into the financial and risk management of project management in a global environment by focusing on activity based forecasting, estimating management reserve, budgeting, risk management and cost associated with projects. Additional topics include identifying and categorizing risks, developing a comprehensive risk management plan, earned value management, and determining proper risk response strategies. It also includes other project management tools and methodologies used in managing global projects. This class is designed to provide students with a metric for an in depth assessment of their desire and commitment toward pursuing a career in global project management in the beginning of their educational process.

Recommended Prerequisite(s): BITS211

Prerequisite(s): GPMT287

GPMT410 Global Sourcing for Projects 3 CR

This class provides students with an in-depth understanding of sourcing in a global environment. Students will develop global contracts and explore cultural and ethical differences of managing projects and contracts in a global environment. Pragmatic and dynamic regional, legal, cultural and ethical environments that affect sourcing decisions and management are reviewed. Upon successful course completion, students will have a solid basis of understanding of the requirements and challenges U.S. based corporate project manager's face in negotiating and managing global contracts and projects.

Prerequisite(s): GPMT287

GPMT446 Project Quality Management 3 CR

Students will gain insight and knowledge into project product quality and process improvement for creating project or program deliverables. Specific topics include six sigma, lean, quality control, testing, continuous improvement and requirements verification. Special emphasis will be placed on customer satisfaction within a project environment.

Prerequisite(s): GPMT287

GPMT490 Project Management Internship 1-6 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Project Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. Technology Management majors must meet the minimum required 3 credits of Technology Management internship requirement through GPMT490. The course is variable credit (1-6) with 1 credit requiring 50 hours of career-related work time at the internship site to 6 credits requiring 300 hours. The course may be repeated for a maximum of 6 earned credits. All employment site work must be evidenced by reports filed by the student as well as completion of other academic requirements. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Minimum Junior status, completion of 6 credits of GPMT courses, 6 credits within the Specialty, and 9 credits in residency at Davenport University; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

GPMT499 Certified Project Management Professional (PMP®) Preparation 3 CR

This course prepares students for the Project Management Professional (PMP®) certification examination developed and conducted by the Project Management Institute (PMI®). This exam-prep course provides a focused review of all subject matter for the Project Management Certification. It uses questions from prior certification exams to help students become familiar with the format, content and nature of the exam. *Note:* Successful completion of this preparatory course does not guarantee the passing exam. In addition, in order to sit for the Project Management Institute exams, students must meet educational and work experience requirements. Please refer to www.pmi.org for specific exam requirements.

Prerequisite(s): GPMT287 or equivalent experience.

Health Sciences (HLTH)

HLTH100 Cardiopulmonary Resuscitation/First Aid 1 CR

This course provides the student with the BLS for Healthcare Providers (AHA) and Heartsaver First Aid (American Heart Association). The BLS portion covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation. The first aid portion (Heartsaver First Aid) of the course teaches how to manage illnesses and injuries in the first few minutes until professional help arrives. This course is intended for those who may have a duty to respond to a first aid or cardiac emergency.

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

secondary to job responsibilities or regulatory requirements. *Note:* This course is graded on a Pass/Fail basis. Additional course fee(s) apply.[‡]

HLTH101F Introduction to Health Careers Seminar 0 CR
This course allows for completion of a repeat criminal background check (CBC) utilizing fingerprinting. This would be done if required by the practicum/clinical site. Students will be required to enroll in the repeated screening prior to completing a practicum at a health care related site or as needed for additional criteria of a particular program. *Note:* Grading is Pass/Fail. Additional course fee(s) apply.[‡]

HLTH101M Introduction to Health Careers 0 CR
This course is required for any College of Health Professions (CoHP) major. As part of orienting the student to the College of Health Professions programs, this course is also a primer regarding the importance of professionalism in healthcare and patient privacy, and the use of universal precautions and safety requirements for healthcare settings. Students are required to complete the criminal background check (CBC) and drug screen (DS) testing as part of this course. A review of the CoHP Student Handbook is included, as well as an introduction to the CoHP practicums and/or clinical professional practice experiences. *Note:* Grading is Pass/Fail. Additional course fee(s) apply.[‡]
Co-requisite(s): ACES100

HLTH101R Introduction to Health Careers Seminar 0 CR
This course allows for completion of a required criminal background check (CBC) and drug screen (DS) for reentry or repeat students. Students can be required to enroll in the repeated screening prior to completing a practicum at a healthcare related site or as needed for additional criteria of a particular program. *Note:* If the CBC/DS process is not completed in the specified timeframe, a failing grade will be given for the course. Grading is Pass/Fail. Additional course fee(s) apply.[‡]

HLTH110 Medical Terminology 3 CR
This course introduces the concept of a system-based approach to learning the professional language of those who are directly or indirectly engaged in health care. Word building through knowledge, use of prefixes, suffixes, root words, and combining forms is a central theme of this course. Spelling, pronunciation, abbreviations, medical symbols, and use of a medical dictionary are also emphasized. *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

HLTH202 Death and Dying 3 CR
This course examines issues and concerns involved in helping patients and family members facing the problems of terminal illness and death. Students will be introduced to death-related issues for everyday life, including suicide, bereavement, euthanasia, and hospice care. Living will and advanced directives are discussed. This course also examines current medical concerns regarding the care and treatment of a terminal patient.
Prerequisite(s): ENGL109

HLTH210 Health Care Organizations and Systems 3 CR
This course provides the student with an introduction to health care organizational systems and related resources. Discussions will include history and development of health care in the United States. Students gain a theoretical understanding of various health care provider roles in the overall organizational planning, management, quality, and assessment pertaining to major health policy issues and disciplines in the United States. Topics will compare and contrast the delivery of health care to those of other countries. *Note:* A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110
Prerequisite(s): ENGL109

HLTH211 Health Care Management 3 CR
This course provides a foundation in management principles with special application and focus on the health care industry. The course will focus on organizational resource management in the health care industry including strategic planning, governance, leadership, change management, communication, human resource management,

training and development, organizational development, financial management, ethics, project management and contract management. Case analysis will be applied through the discussion of various health care management-related situations. *Note:* A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110
Prerequisite(s): ENGL109

HLTH220 Pharmacology 3 CR
This course focuses on the principles of understanding basic Pharmacology and the effects medications have on the body and disease. Names of the top fifty most commonly used medications, their classification, and side effects will be discussed. Safety with respect to calculation and administration of medications will be emphasized. *Note:* A grade of C or better is required to pass this course successfully.
Recommended Prerequisite(s): BIOL120, BIOL115 or BIOL221 and BIOL221L

HLTH230 Health Care Law and Ethics 3 CR
This course will provide the opportunity to explore basic law as it is applied to health related issues and the health care community. The student will be introduced to the concepts of medical ethics and will explore the major ethical issues currently facing health care professionals, with an emphasis on maintaining the highest legal, moral, and ethical standards in their profession. *Note:* A grade of C or better is required to pass this course successfully.

HLTH250 Health Care Reimbursement Management 3 CR
This course is an introduction to health care reimbursement systems used throughout the United States. Students will gain a detailed understanding of various payment methodologies currently used (i.e. managed care, third party payers, federal programs, etc.), and apply this understanding to the monitoring and management of the revenue cycle. Students will verify completeness of clinical documentation, manage the use of clinical data systems used in claims management and utilize the principles of health care finance to monitor healthcare facility revenue. Current HIPAA guidelines will be covered along with financial ethics and the identification and eliminations of financial fraud and abuse. *Note:* A grade of C or better is required to pass this course successfully.

HLTH320 Public Health Perspectives 3 CR
This course provides the students with an increased understanding of the role of the health care professional within the larger public health system. The student will study the structure and function of the public health system at multiple levels. Synthesizing the didactic materials will allow the student to create proposals that address specific public health problems. *Note:* A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL110

HLTH381/382/383 International Health Care variable CR
This course explores health care in an international context. Students learn about health care concepts while studying in another nation. Students reflect upon the health care practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

HLTH401 Health Care Research 3 CR
This course will provide the fundamentals of statistical analysis as it applies to health care research. The student in this course will also develop a fundamental understanding of the research process with emphasis on critical reading of published research. *Note:* A grade of C or better is required to pass this course successfully.
Co-requisite(s): ENGL311
Prerequisite(s): STAT219

HLTH460 Health Promotion and Education 3 CR
The purpose of this course is to provide an overview of the field of health education and promotion and an opportunity to develop skills in needs assessment and program planning. The course will review the importance of health education and promotion in contributing to current public health programs and in addressing public health

problems. The course will address how to use planning frameworks for conducting needs assessments and designing and evaluating health promotion programs. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311

Health Information Technology/Management (HINT)

HINT110 Introduction to HIM

3 CR

4 contact hours

This course introduces the student to the contents of the health record. The student will analyze, synthesize and evaluate the contents of the health record gaining a detailed understanding of documentation requirements, data governance, health law, health information technologies, analytics and decision support, health information exchange, revenue management. The student will comprehend the difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. The student is introduced to HIPAA (the Health Information Portability and Accountability Act); legal and ethical issues pertaining to the contents of the health record, privacy, confidentiality and security, and professional ethics. The student gains comprehension of health care information systems acquisition and evaluation, data integrity, data security, and work process design. Through hands-on experiences the student will gain a detailed understanding of health information specialty systems for release of information, coding, chart management, registries, etc. This course requires two hours of lecture and two hours of lab per week (4 contact hours). *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): CISP111 (and HLTH110 for HIT/HIM students)

HINT201 Health Information Technology

3 CR

4 contact hours

This course provides a detailed understanding of health information systems (administrative, patient, registration, ADT, EHR, PHR, lab, radiology, pharmacy and others) commonly available and in use in the U.S. health care delivery. An emphasis is placed on confidentiality, security and privacy policies and procedures. Students will work with an EHR to complete HIM processes within this course. Students are provided an overview of the technology selections process including negotiation and evaluation of a HIM technology. Students are introduced to Systematized Nomenclature of Medicine (SNOMED-CT) including a brief overview of its role in the health care delivery system as the basis for an electronic health record. This course also provides an introduction to data collection, warehousing and system architecture. This course requires two hours of lecture and two hours of lab per week (4 contact hours). *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): HINT110

Prerequisite(s): CISP111

HINT209 Quality and Performance Improvement in Health Care

3 CR

This course is an introduction of the methods used to define, describe, recognize and apply total quality management in health care. The principles of the quality assessment process and risk management will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach. *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): HINT215 for HIT/HIM majors; HLTH210 for HSAD majors

HINT215 Applied Statistics for Health Information Management

1 CR

This course provides the student with the knowledge and application of statistics and use of spreadsheets to compile data and present information. In this course students gain understanding and apply knowledge of health care statistics and research through the study of indices, databases, and registries, vital statistics, health care and descriptive statistics, data selection, interpretation and presentation of data and information research techniques. The course requires that the student compute health care statistics. *Note:* A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT110

Prerequisite(s): MATH120 or MATH125

HINT221 ICD Coding

4 CR

This course introduces students to the International Classification of Diseases 10th Revision, Clinical Modification (ICD-10-CM) volumes I and II, and International Classification of Diseases 10th Revision, Procedural Classification System (ICD-10-PCS). The focus of this course is diagnostic coding and inpatient procedural coding. Students gain a detailed understanding of the Official ICD-10-CM/PCS Guidelines for coding and reporting and apply these guidelines in a structured context for accurate code assignment. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. Students compare and contrast the new ICD-10-CM/PCS to ICD-9-CM (the previous classification system). Students are introduced to other classification systems such as, DSM-IV and ICD-O. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): BIOL116 and BIOL131

HINT222 Procedural CPT/HCPCS Coding

3 CR

This course introduces students to procedural coding utilizing the current editions of the Current Procedural Terminology, Health Care Common Procedural Coding System Level II code books and computer assisted coding software. The course will focus on utilizing these coding systems along with the application of current coding guidelines to determine accurate outpatient procedural codes based on documented clinical data. Students will develop appropriate physician queries to resolve clinical data discrepancies and analyze computer generated codes for accuracy. Chargemaster maintenance in regards to procedural coding and the development and application of coding procedures will also be discussed. *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): HINT221

Prerequisite(s): BIOL116

HINT294 Advanced Coding Lecture

2 CR

This course is part of the first professional practice experience (PPE) for the health information technology and the health information management degree programs. This lecture portion of the practicum will cover how coding interfaces with reimbursement methodologies. This course provides professional practice experience in medical coding with respect to and review of the revenue cycle. Students successfully completing this course along with HINT294L are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). *Note:* This course along with HINT294L requires lecture with use of computerized encoding systems. *Note:* A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): HINT294 and HINT294L must be taken concurrently

Prerequisite(s): HINT221, HINT222 and HLTH250

HINT294L Advanced Coding Lab

2 CR

This course is part of the first professional practice experience (PPE) for the health information technology and the health information

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

management degree programs. This laboratory portion of the practicum will provide extensive experience with various computerized encoding systems and practice coding with real world charts following official coding guidelines along with experience in chargemaster development and case mix analysis. Students successfully completing this course along with HINT294 are academically prepared for the CCA (Certified Coding Associate) certification exam through the American Health Information Management Association (AHIMA). *Note:* This course along with HINT294 requires lecture and laboratory with use of computerized encoding systems. A grade of C or better is required to pass this course successfully.

Co-requisite(s): HINT294 and HINT294L must be taken concurrently

Prerequisite(s): HINT221, HINT222 and HLTH250

HINT297 HIT Professional Practice Experience (Lecture)

2 CR

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is part of the second professional practice experience (PPE) for the health information technology and the health information management degree programs. This lecture portion of the PPE will enforce principles of health information technology through extensive analysis of case studies and completion of other assignments. This course will provide a review session for the Registered Health Information Technology (RHIT) national certification examination through the American Health Information Management Association (AHIMA). *Note:* A grade of C or better is required to successfully complete this course.

Co-requisite(s): HINT297 and HINT297C must be taken concurrently. HINT294 and HINT294L may be taken concurrently with HINT297 and HINT297C.

Prerequisite(s): Last semester of associate's degree or end of sophomore year bachelor's degree; HLTH230 and all program required 100 and 200 level HINT courses completed; must have Program Director approval.

HINT297C HIT Professional Practice Experience (Clinical)

2 CR

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is part of the second professional practice experience (PPE) for the health information technology and the health information management degree programs. This experiential portion of the PPE will provide supervised professional practice projects structured to allow students learning experiences with the health information services department of a hospital or other health care organization (requiring at least 80 hours of experience per semester coupled with simulation activities). Principles of health information technology will be applied through observation and/or mentorship, and participation in a variety of health information management functions and simulations. The major emphasis is on the acquisition of knowledge, analysis of technical procedures and development of skills for the performance of those technical procedures. Additional course fee(s) apply.[‡]

Co-requisite(s): HINT297 and HINT297C must be taken concurrently.

Prerequisite(s): Last semester of associate's degree or end of sophomore year bachelor's degree; program courses complete and must have Program Director approval. Students may take HINT294 and HINT294L concurrently.

HINT335 Coding and Revenue Cycle Management

2 CR

This course builds upon previous coding and reimbursement topics to prepare graduate in the management of coding, auditing, and revenue cycle. Topics such as benchmarking, documentation requirements, and strategies for success both in quality and quantity of coding/auditing services from multiple viewpoints such as acute care, outpatient services, physician offices and third party settings are addressed. *Note:* A grade of C or better is required to successfully complete this course. Additional course fee(s) apply.[‡]

Co-requisite(s): HINT297/HINT297C

Prerequisite(s): HINT221, HINT222, and HLTH250

HINT340 Privacy, Security, and Training in Health Information Management

3 CR

This course builds upon previous privacy and security topics and prepares the student to work with health regulations and standards including data governance compliance. This course will focus on access, disclosure, and storage of protected health information. Data privacy, security, and confidentiality will be discussed in detail along with information integrity and quality. Ethical standards of practice related to privacy and security will be covered and training programs related to this topic will also be addressed. *Note:* A grade of C or better is required to successfully complete this course. Additional course fee(s) apply.[‡]

Prerequisite(s): HINT297 or BITS211

HINT350 Clinical Information Systems

3 CR

The application of clinical systems will be discussed and demonstrated, including clinical decision support systems, electronic health records and other computer based health records systems, nursing management systems, ancillary service systems, patient databases (private practice and facility) at point of service, master, and enterprise levels. Planning and evaluation (including financial capital and operating and regulatory matters affecting clinical information systems are considered. Strategies and theories for user performances management in the clinical setting are discussed. *Note:* A grade of C or better is required to complete this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): HINT297 and HINT297C, CISP247 or BITS211

HINT400 Management Information Systems

3 CR

This course will concentrate on concepts related to information systems resource management, cost/benefit analysis, overview of information systems topology, technology assessments and strategic planning of information systems. Application of the concepts will be presented in terms of systems theory, hardware requirements, personnel requirements, vendor negotiations, software, database, telecommunications, and use of the internet. *Note:* A grade of C or better is required to complete this course successfully.

Prerequisite(s): HINT350

HINT420 Data Analysis and Research in Health Information Management

3 CR

This course relates to the creation and use of business health intelligence utilizing technology, statistics, and the research findings. The selection, implementation, use and management of the most appropriate technology solutions for analytics and decision support is discussed. Students will select appropriate data to analyze trends, interpret, make decisions, and present in varying formats. Principles of research (including Institutional Review Board processes), clinical literature evaluation, and inferential statistics will be used to support data integrity for valuable business health intelligence. *Note:* A grade of C or better is required to complete this course successfully.

Co-requisite(s): ENGL311

Prerequisite(s): HINT297 and HINT297C, STAT219 and BITS212 or CISP247

HINT475 Enterprise Governance in Health Care

3 CR

This course is designed to develop Health Information Management governance competencies. Students will evaluate organizational and leadership skills related to human resource strategies and financial management processes. In addition, cultural diversity, ethical standards, consumer engagement, project management, and enterprise training as related to health information will be explored.

Prerequisite(s): Junior standing

HINT485 Information Governance

3 CR

This course will concentrate on concepts related to all aspects of information governance pertaining to healthcare. The student will gain a better understanding of concepts to support the continuum of care that meet quality measurement initiatives, cost reduction incentives and population health programs. This course will help the student understand the importance of information governance as an organization-wide framework for managing information throughout its lifecycle and supporting the organization's strategy, operations,

regulatory, legal, risk, and environmental requirements. Information governance establishes policy, prioritizes investments, values and protects information assets, and determines accountabilities for managing information, making it an imperative for health care. *Note:* A grade of C or better is required to complete this course successfully.

Prerequisite(s): HINT400

HINT490 Health Information Management Internship

3-6 CR

Students interested in enrolling in this course must first contact their HIM Program Director or the Associate Dean. Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Health Information Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of health information management. Health Information Management majors must complete 200-400 hours (3-6 credits) of health information management work time at the employment site evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A current criminal background check and drug screen are required prior to enrolling in this course. A grade of C or better is required to complete this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieved senior status; Foundations completed; a minimum of 70% of major area course work completed; minimum 3.0 GPA in the major and 3.0 GPA cumulative.

HINT496 Health Information Management Capstone

4 CR

This course is the capstone for the health information management baccalaureate program which integrates the theoretical and technical content of the health information management program. Concepts are integrated and applied through the analysis of case studies, comprehensive discussions and the completion of a capstone project supporting a local HIM community of interest. In addition, this course provides activities for review and assessment for the Registered Health Information Administrator (RHIA) national certification examination. *Note:* This course may require student travel. To meet course requirements the student may be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits, conduction of professional interviews, and data gathering. A grade of C or better is required to successfully pass this course.

Co-requisite(s): HINT485

Prerequisite(s): Last semester of bachelor's degree; major courses complete and must have Program Director approval.

Health Services Administration (HSAD)

HSAD301 Cultural Issues in Health Care

3 CR

This course focuses on the multi-dimensional interaction of cultural competence and complexities in providing health services to a diversified population. There will be an emphasis on cultural competence and diversity management as it relates to health care delivery issues and disparities, as well as the beliefs and religious/gender/ethnic differences of health care consumers. *Note:* A grade of C or better is required to pass this course successfully.

Co-requisite(s): SOS201

HSAD302 Regulatory Health Care

3 CR

This course provides an overview of state and federal healthcare regulations with a focus on physicians, hospitals, government

agencies, medical insurance and producers of medical products and services. Health law concepts will focus on providing students with knowledge to become critical thinkers in a professional practice. Students will examine innovations transforming global health industry practices and public policy. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): HLTH230

HSAD381/382/383 International Administration Health Care Services

variable CR

This course explores administrative health care services in an international context. Students learn about administrative health care services concepts while studying in another nation. Students reflect upon the administrative health care services practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean. *Note:* A grade of C or better is required to pass this course successfully.

HSAD402 Health Care Risk Management

3 CR

This course examines issues related to risk management in health care. The focus will be on methods utilized to identify risk factors for the purpose of minimizing potential liability for health care organizations. Risk management programs consistent with current risk management trends to decrease liability will be highlighted. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): HINT209

HSAD403 Health Care Economics

3 CR

This course introduces the student to the fundamental concepts of microeconomics theory and the correlation to the healthcare industry. Topics covered include: supply and demand modeling; cost-benefit analysis; the role of private and government health insurance; physician, hospital, long-term care, and pharmaceutical markets; and implications of how public policy can influence the healthcare industry. *Note:* A grade of C or better is required to pass this course successfully.

Recommended Prerequisite(s): STAT219 or STAT220

HSAD415 Long-Term Care Administration

3 CR

Students in this course will focus on administrative processes in long-term care management. Students will build effective leadership skills. There will also be an emphasis on human resources, personnel, and marketing specific to long-term care facilities. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311 and HLTH211

HSAD423 Legal and Financial Aspects of Long-Term Care

3 CR

Students in this course will focus on assessment of finances in long-term care. Laws, regulations, and standards that impact long-term care facilities' management will be presented. The course will cover quality, productivity management, patient rights, and the overall management of long-term care facilities. *Note:* A grade of C or better is required to pass this course successfully.

Co-requisite(s): FINC403

Prerequisite(s): ACCT200 or ACCT201 and HLTH230

HSAD425 Bioethics

3 CR

This course is an overview of both bioethical principles and ethical dilemmas that occur in various healthcare settings. The focus of the course is on the most important areas in bioethics including bioethical and moral principles, a basic framework for ethical decision-making, and a global view of ethical dilemmas. The use of case studies, various readings, and discussions on the provider-patient relationship will be emphasized throughout the course to assist the student in the development of a framework for ethical decision-making. *Note:* A grade of C or better is required to successfully complete this course.

Prerequisite(s): ENGL311 and HLTH230

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

HSAD430 Services and Clinical Aspects of Long-Term Care**3 CR**

Students in this course will focus on the variety of medical and non-medical services and clinical aspects specific to long-term care organizations. These services will include the areas of nursing and medical care, rehabilitation, recreation, dietary, facility, and environmental services. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311 and HLTH211

HSAD440 Health Care Strategic Planning**3 CR**

This course provides the student with a strategic perspective and an understanding of the strategic process and structure. The student is introduced to the concepts, philosophies, and techniques of strategic planning and strategic management as they are applied in a healthcare organization. *Note:* A grade of C or better is required to successfully complete this course.

Prerequisite(s): HLTH211

HSAD490 Health Services Administration Internship**3 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

The bachelor level Health Services Administration Internship is an integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship experience should be related as closely as possible to the student's major field and individual interest. In general, 150-200 hours of career-related work time shall be required at the internship site and evidenced by weekly reports filed by the student. Responsibility for securing the internship site is the student's responsibility. Students will be given information concerning possible placement sites. The internship may be either paid or unpaid. A College of Health Professions faculty member and placement site supervisor will evaluate the student's performance. *Note:* A grade of C or better is required to successfully complete this course. Additional course fee(s) apply.†

Prerequisite(s): Junior status; Foundations of Health Professions completed; minimum 2.7 GPA in the major courses and 2.7 minimum cumulative GPA.

HSAD493 Health Services Administration Virtual Practicum**4 CR**

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is for special situations when students require a virtual experience with Program Director approval. This virtual experience provides an opportunity for the student to apply administrative skills as they complete a non-clinical health care scenario case study. The experience may be completed in coordination with a Michigan based healthcare organization. The virtual practicum will require students to critically think and communicate direct knowledge of managerial functions, policies and procedures, budget/financial, human resource, quality performance improvement, and legal and ethical principles. Students are expected to document a minimum of 120 hours working on the designated scenario to meet both program accreditation requirements and graduation requirements for a bachelor's degree in Health Services Administration. Students are required to complete the Health Services Administration Exit Examination as part of the core completion requirements. *Note:* Any unexcused non-attendance or dismissal from a practicum experience will result in a grade of F. A grade of C or better is required to complete this course successfully. Additional course fee(s) apply.†

Co-requisite(s): HSAD402 or HSAD440 or HSAD425 or HLTH460

Prerequisite(s): Last semester; other major courses complete; must have Associate Department Chair/Program Director approval.

HSAD495 Health Services Administration Practicum**4 CR**

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is the practicum experience for the Health Services Administration bachelor degree and provides an opportunity for the student to apply administrative skills in a non-clinical health care environment. The student will complete a minimum of 120 hours under the direct supervision of a designated preceptor. The

practicum will require students to critically think and communicate direct knowledge of managerial functions, policies and procedures, budget/financial, human resource, quality performance improvement, and legal and ethical principles. *Note:* Any unexcused non-attendance or dismissal from a practicum experience will result in a grade of F. This class requires a minimum of 120 hours of practical experience at the assigned site plus additional classroom hours. To meet course requirements the student will be required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits. A grade of C or better is required to complete this course successfully. Additional course fee(s) apply.†

Co-requisite(s): HSAD402 or HSAD440 or HSAD425 or HLTH460

Prerequisite(s): Last semester; other major courses complete; must have Associate Department Chair/Program Director approval.

History (HIST)

HIST111 Early World History**3 CR**

This course examines the history of world civilizations, from the beginnings of history in the Ancient Near East through the Renaissance, with a special emphasis on the ways that the events of the past shape the present and future. Students will learn about the historical causes and effects that accompany the rise and fall of world civilizations. Students will also learn about individuals who changed history. In addition, students will analyze the achievements of world civilizations, both Western and non-Western. The impact of ideologies and environmental crises will be put into perspective.

HIST112 Modern World History**3 CR**

This course examines the history of the modern world, from the Renaissance through the present, with a special emphasis on the ways that the events of the past shape the present and future. Students will analyze the achievement of modern and post-modern world civilizations within the context of exploration, colonialism, independence movements, the new world order, and the increasing destructiveness of warfare. Population increase, ethnic solidarity, religious divisiveness, technological advances, and the rise and fall of ideologies are examined.

HIST211 Early United States History**3 CR**

This course teaches a survey of the history of the United States from pre-history through the Reconstruction period. Students will learn the foundations of democracy, including the development of the Constitution, and how the principles of the Declaration of Independence were tested by the Civil War. Students will learn how the Reconstruction period set the stage for civil rights abuses that persisted long after it.

HIST212 Modern United States History**3 CR**

This course teaches essential concepts of U.S. history from the end of Reconstruction through the growth of modern America. Students learn how the United States came to prominence as a world power through the events of the two world wars. Students will also learn the genesis of world events leading to September 11, 2001, and will evaluate future directions in the light of the past.

HIST385 History Special Topics**3 CR**

This course explores historical phenomena in various socio/political contexts. Students learn in depth the significance and implications of events and the importance of individuals and groups. Students also learn about the impact of historical events on the present and the future.

Honors Projects (HNRS)

HNRS151-155 and HNRS185 Arts and Sciences**Honors Project****0 CR**

An Arts and Sciences Honors Project (HNRS151-155) will be required in five College of Arts and Sciences courses in addition to completion of an experiential learning, service learning, internship, Professional Excellence (PROX) or Study Abroad (SABR) course (HNRS185) in order to be awarded Arts and Sciences Honors. The Honors Projects will be

in addition to the workload assigned for the designated course and must focus on addressing an Excellence Systems skill either not covered in the class or in greater depth than the course learning goals. Students should contact the Arts and Sciences Honors Coordinator or the College of Arts and Sciences Dean for project guidelines. The project outlines must be submitted no later than two weeks prior to the start of the class. This course meets on a prearranged schedule with the faculty mentor and is graded on an A – B or NC basis.

Prerequisite(s): Permission of the Arts and Sciences Honors Program Coordinator or the College of Arts and Sciences Dean.

HNRS301-305 Honors Accountancy Projects 0 CR

This is an experiential and empirical project-oriented course that prepares the honors student to be a leader in the accounting industry. Honors students will utilize accounting, technological, and professional presentation skills in industry, professional organizations, and community settings. An Honors Accountancy Project will be required in five undergraduate semesters of the student's Honors Professional Accountancy degree program as directed by the faculty mentor. This course meets on a prearranged schedule with the faculty mentor and is graded on a P pass/NC no credit basis.

Prerequisite(s): Acceptance into the Honors Accountancy Program and completion of all 200 level accounting courses.

Human Resource Management (HRMG)

HRMG213 Human Resource Management 3 CR

This course is an overview of the responsibilities of a human resource management department in a business setting. The elements of job analysis, recruitment, selection, training and assessment, are described. Additionally, compensation and benefits administration, labor relations and the legislative and legal decisions affecting human resource policy are explored. Various workplace situations are examined through the use of problem solving exercises and discussion.

Prerequisite(s): HLTH211, MGMT211 or SPMG211

HRMG290 Human Resource Management Internship 1, 2, or 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This sophomore-level Human Resource Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student's major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Human Resource Management. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status: 9 credit hours or more in residency at Davenport University; 6 or more credit hours of HRMG classes completed at Davenport University; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

HRMG313 Staffing Organizations 3 CR

This application-based course provides students with an in-depth view of the employee selection process. Specific topics covered include selection criteria, recruiting a diverse qualified pool of applicants, evaluating applicants relative to selection criteria that is reliable and employs valid measurements. Emphasis is placed on the

reliability and validity of various selection methods to insure regulatory compliance.

Prerequisite(s): HRMG213

HRMG330 International Human Resource Management 3 CR

This case study course places international human resource management in its broader context of multicultural management, organizational behavior, strategic planning, international negotiations as well as ethics and social responsibility. Students explore international staff structures, expatriate practices and compensation as well as the skills necessary for international decision making through numerous simulations, exercises and projects.

Prerequisite(s): BUSN210, BUSN225 and SOSC201

HRMG350 Training for Organizations 3 CR

This course is designed to provide students with a solid understanding in the fundamentals of training and development. Students are exposed to the training process, from needs assessment to training methods and the role of evaluation. With the use of a case analysis approach students examine the broadening role of training in assisting organizations in the achievement of business goals. Other topics of study include: e-learning and technology, special challenges in today's workforce and the future of training and development.

Prerequisite(s): HRMG213

HRMG431 Negotiation and Dispute Resolution 3 CR

This course analyzes conflict in business and develops new approaches to negotiating with people from both similar and different backgrounds. Many dimensions of negotiation are discussed including interpersonal, organizational, collective bargaining, and cultural dynamics. Students review strategies in various conflicting situations including cooperative, competitive, and labor relations.

Prerequisite(s): ENGL311 and HRMG213

HRMG433 Compensation Administration 3 CR

In this course, students will examine hourly and executive pay and benefits packages, including many non-wage elements such as health care, defined contribution plans, child care, etc. Compensation options to be explored will include wages, commissions, group and individual incentives, bonuses, stock options, pay for performance plans, international pay systems' benefits, and executive payment packages. The role that compensation and benefits plays in a corporation's overall business strategy will also be examined.

Prerequisite(s): FINC211 and HRMG213

HRMG453 Strategic Human Resources 4 CR

Students will gain knowledge of the strategic relationship between the various human resource functions and the strategic business goals of the organization through in-depth analysis using case studies. Strategic recommendations developed from the case materials will focus on the interdependencies as they relate to managing change, mergers and acquisitions, workforce planning, compensation and managing a global work force. Additional course fee(s) apply.[‡]

Prerequisite(s): ENGL311, HRMG313, MGMT321, LEGL401, HRMG433 and achieved senior status.

HRMG490 Human Resource Management BBA Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Human Resource Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of human resource management with all direction given from within the human resource department of an organization. Furthermore, the placement site supervisor must be a working professional within the human resource department. In general, 150–200 hours of human resource management work time is required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. A grade of C or better is required to pass this course. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

HRMG499 Certified Professional Exam Prep 3 CR
This course prepares students for the SHRM certification examination developed and conducted by the Society of Human Resources Management (SHRM). This exam-prep course provides a focused review of all courses required in the Human Resources Management degree program. It uses questions from prior certification exams to help the student become familiar with the format, content and nature of the exam. Successful completion of the preparatory course does not guarantee passing the exam. *Note:* To sit for the SHRM certification exam, there are additional eligibility requirements. See your advisor or HRMG program Department Chair.
Prerequisite(s): Achieved senior status.

Humanities (HUMN)

HUMN101 Arts and Culture 3 CR
This course will use an interdisciplinary approach to explore the fine arts, philosophy, and historical perspectives within and among various Western and non-Western cultural traditions. Students will develop an understanding of the ways in which our thoughts, perceptions, and expressions are constructed. Students will also experience the humanities by investigating art, philosophy and cultural traditions beyond the classroom setting.

HUMN310 Global Cultures: China 3 CR
This course provides students an opportunity to immerse themselves in Chinese culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN313 Global Cultures: India 3 CR
This course provides students an opportunity to immerse themselves in Indian culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN314 Global Cultures: Latino Culture 3 CR
This course provides students an opportunity to immerse themselves in Latino culture. Students examine critically the ethical rationale by which cultures make their important decisions. Students will identify, analyze, and evaluate the cultural productions that shape our global community. They will also develop a global perspective—an understanding that interdependence demands a new critical consciousness.
Prerequisite(s): ENGL109

HUMN381/382/383 International Humanities variable CR
This course explores the humanities in an international context. Students learn about the arts and culture of another nation while studying in that country. Students reflect upon the rich history, traditions, and beliefs of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate division chair.

HUMN385 Arts/Culture Special Topics 3 CR
This course will use an interdisciplinary approach to explore the fine arts, philosophy, and history either within a specific era, civilization, or region of the world or between specific eras, civilizations, or regions. Students will acquire an in-depth knowledge about the specific fine arts and culture of the course's topic. Students will demonstrate an understanding of how fine arts and culture are unique to eras, civilizations, or regions.
Prerequisite(s): ENGL109

Industrial Production Management (IDMT)

IDMT380 Operations Planning & Production Scheduling 3 CR
Students will examine resource planning, design and control of production processes and the design/redesign of production practices to ensure greatest efficiency. Topics Include operation and human elements such as labor scheduling, line efficiency including the scheduling of updates and maintenance.
Prerequisite(s): MGMT357 and SCMT320

IDMT430 Facilities Design and Management 3 CR
Students will explore the planning and design of manufacturing environments to include sighting, design and maintenance requirements. Focus is on the completion of the planning process including the components of manufacturing, equipment selection, opportunities for automation and retrofitting.
Prerequisite(s): MGMT357 and SCMT320

IDMT470 Production Metrics and Visual Analysis 3 CR
Student will utilize the graphical interfaces present in the manufacturing environment to be able to analyze patterns, interpret data and adjust production processes in accordance to data.
Prerequisite(s): DATA275, MGMT357 and SCMT320

IDMT490 Industrial Production Internship Capstone 4 CR
Contact Regional Internship Manager at least two semesters prior to enrolling.
The Industrial Production Management Internship Capstone is the integration of previous classroom instruction with skills acquired through on-the-job work experience. Career-related work time of 150 hours is required at the internship/employment site as evidenced by weekly reports filed by the student. An appropriate faculty member and site supervisor will evaluate the student's performance. As the capstone for the program, academic assignments are also included in the requirements. *Note(s):* A criminal background check and drug screen may be required by the Internship site. Any unexcused non-attendance or dismissal from an internship will result in a grade of F. Additional course fee(s) apply.[‡]
Prerequisite(s): Senior Status; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

Information Assurance and Security (IAAS)

IAAS221 Security Foundations 3 CR
This course will provide an overview of information security from both the perspectives of the organization and that of personal computing. Topics include security management practices, physical security, security architecture, business continuity and disaster recovery planning, access control systems, security controls, cryptography, telecommunications and network security, operations security, law and ethics, and personal computer security.
Recommended Prerequisite(s): CISP100

IAAS224 Implementing Network Security 3 CR
This course will provide hands-on, practical techniques for implementing security in today's environment. The current risks and

threats to an organization's data, along with methods of safeguarding this data, will be discussed. Students will build on previous knowledge to implement basic security services on any type of computer network. This course prepares students for the CompTIA Security+ exam.

Prerequisite(s): NETW141

IAAS240 Cisco Cyber Operations 3 CR

This course introduces students to the security concepts, common network and applications operations and attacks, and the types of data needed to investigate security incidents. Emphasis will be placed on understanding the IT infrastructure, operations, vulnerabilities, and function of a cybersecurity operations center (SOC). Students will learn how to monitor alerts and breaches, and determine and follow established procedures for response to alerts converted to incidents. Lab work is designed to simulate real-world networking. This course prepares students for the Cisco CyberOps Associate (200-201 CBROPS) certification exam.

Co-requisite(s): IAAS221 or IAAS224

Recommended Prerequisite(s): NETW151 or NETW220

Prerequisite(s): NETW217

IAAS245 Disaster Recovery 3 CR

This course will provide an overview of characteristics of disasters, their impact on population, infrastructure, economy, and disaster management cycle. Topics include the role, organization, and management of business continuity planning in planning for and surviving the impact of disaster, continuing to operate to serve clients or customers, and rapidly recovering to full operations. Other areas of interest include the business impact analysis process, how to manage it, and how to use the analysis as the first step in business continuity plan development.

Prerequisite(s): IAAS221 or IAAS224

IAAS256 Windows Digital Forensics 3 CR

This course surveys the technical knowledge of the Windows operating system that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Windows operating system to provide information that can be used for both civil and criminal litigation. User based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Windows based environment.

Prerequisite(s): IAAS221 and NETW101

IAAS321 Securing the Infrastructure 3 CR

This course covers those skills necessary to further protect the network infrastructure. Topics covered include advanced TCP/IP, IPSec, securing routers and Windows and Linux computers. Also covered are contingency planning and understanding attack techniques. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): NETW217

Prerequisite(s): IAAS224, NETW101, and NETW152 or NETW241

IAAS322 Network Defense/Countermeasure 3 CR

This course covers the technologies required to defend a network. Topics covered include implementing of firewalls, VPNs and intrusion detection systems, performing a risk analysis, and managing security policies. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing.

Recommended Prerequisite(s): NETW217

Prerequisite(s): IAAS224, NETW101, and NETW151 or NETW220

IAAS332 Authentication and Audits 3 CR

This course concentrates on the tools necessary for protecting user accounts and strengthening authentication. Topics include establishing secure account usage, monitoring and disabling accounts, controlling root access, and auditing user activity.

Recommended Prerequisite(s): NETW101

Prerequisite(s): IAAS221 or IAAS224

IAAS345 Linux/MAC Forensics 3 CR

This course surveys the technical knowledge of the Linux/Macintosh operating systems that any digital forensic analyst should know to examine digital media. The course focuses on collecting and analyzing data from a Linux and Macintosh operating system to provide information that can be used for both civil and criminal litigation. User based activity and software/hardware artifacts are analyzed along with acquisition of digital media in a Linux and Macintosh environments. This course is a current topics course that will continuously change to meet current IT security conditions.

Prerequisite(s): IAAS221 and NETW217

IAAS355 Network Forensics 3 CR

Network Forensics is a specialized area of IT Forensics that focuses primarily on the proactive approaches required for network based information gathering, legal evidence collection and intrusion detection. Learners will understand how the temporary state of network traffic creates a unique challenge in the field of Network Forensics. This course is a current topics course that will continuously change to meet current IT/Network security conditions.

Prerequisite(s): NETW151 or NETW220 and IAAS256

IAAS370 Mobile Device Forensics 3 CR

This course will expose students to the highly specialized areas of mobile device forensics. The wide array of operating environments in use in the mobile device area creates a unique set of IT Forensics challenges. Mobile devices also introduce unique challenges due to the variability of the storage components used. This course is a current topics course that will continuously change to meet current IT security conditions.

Prerequisite(s): IAAS256 and IAAS345

IAAS375 File Systems/Operating Systems/Data Recovery 3 CR

This course surveys the technical analysis of file systems, operating system artifacts and the recovery of data from file systems on digital media. Particular focus is given to the metadata of the file systems and what potential information they can provide. The course explores the file systems used by the following operating systems Windows, Linux and Macintosh as well as recovering data from these file systems.

Prerequisite(s): IAAS256 and IAAS345

IAAS420 Reverse Engineering Malware 3 CR

This course surveys the technical challenges in reverse engineering malicious software in a corporate environment. Particular consideration is given to the tools and techniques used to reverse engineering software as well as assessing malware threats. The course explores a practical approach to examining malicious programs that run on Microsoft Windows systems; Web based malware and malicious document files.

Recommended Prerequisite(s): CSCI231

Prerequisite(s): CISP253 and IAAS355

IAAS450 Advanced Topics in Digital Forensics 3 CR

This course explores the new technology and methodologies in digital forensics. Particular consideration is given to new and upgraded software and investigative techniques. The course will evaluate and explore new/upgraded software and what it means to the digital forensic examiner. New investigative techniques that have been created will also be examined. Additional course fee(s) apply.[‡]

Prerequisite(s): IAAS375 and LEGL300

IAAS460 Digital Forensics Analysis and Report Writing EL 3 CR

This course surveys the technical and reporting challenges of the digital media analysis workflow. Particular consideration is given to the reporting process of the digital media analysis workflow. The course focuses on analysis of digital media and creating comprehensive, human digestible reports based on the analysis. This course contains an experiential learning component for those whose major is Digital Forensics.

Prerequisite(s): ENGL311, IAAS221 and LEGL300

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

IAAS481 Information Security and Assurance 3 CR
This course will provide an introduction to the different technical and administrative aspects of Information Security and Assurance. Topics will include inspection and protection of information assets, detection of and reaction to threats to information assets, examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the Information Security Planning and Staffing functions.

Prerequisite(s): IAAS321 or IAAS322 or IAAS332 or HINT340

IAAS482 Vulnerability Assessment 3 CR
This course will provide methodologies for identifying and prioritizing information assets and threats to information assets. Topics will include risk analysis, architecture components of an incident response plan, legal and public relations implications of security and privacy issues, and the framework of a disaster recovery plan. Other areas of interest will include identifying explicit weaknesses and strengths of the security of various networking operating systems, discovering and recommending corrections to known vulnerabilities in network infrastructures, and recommending systems for the physical hardening of popular network components. Resources will be identified to allow for discovery of patches and programs to address the latest security threats.

Prerequisite(s): CSCI360 or IAAS481

IAAS487 Internet/Email/Electronic Discovery 3 CR
This course surveys the technical and managerial challenges that the Internet and email play in the electronic discovery process. Particular consideration is given to the policies, procedures and examination of emails and Internet activity in the corporate environment. The course focuses on creating policies and procedures for email and Internet usage; analysis of Internet usage and email examinations to support civil/criminal litigation.

Prerequisite(s): ENGL311, IAAS221 and LEGL300

IAAS490 Information Assurance and Security Internship 3 CR
Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Information Assurance and Security Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieved senior status; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

IAAS491 Cryptography 3 CR
This course presents cryptography as the essential tool for private communications over an unsecured, public medium such as the Internet. Cryptography is shown as the enabling technology for E-commerce, virtual private networks (VPNs), and secure operating systems. Major topics of the course include cryptographic algorithms, certificates, and Public Key Infrastructure (PKI). Other areas of interest include authentication, confidentiality, nonrepudiation, secret key cryptography, public key cryptography, digital certificates, ciphers, and digital signatures.

Prerequisite(s): IAAS481; MATH135 or MATH150 or MATH215

IAAS492 Legal/Ethical Issues in Information Assurance 3 CR

This course will explore the legal and ethical issues in information and computer security and the scope of security management that the security professional must understand. Topics will include state and local codes and regulations, privacy issues, and decision-making processes faced by security managers that involve important legal and ethical aspects. Other areas of interest include personnel law and obligations, negotiations, contract management, constitutional rights of individuals, legal compliance, ethical standards and legal liability, and cultural unconsciousness.

Prerequisite(s): IAAS481

Interdisciplinary Studies (INTD)

INTD101 Site Requested Internship Preparation 0 CR

This course provides the structure needed to assure any D.W. Maine College of Business or College of Technology student preparing to begin an internship in a specialized environment, such as health care management, has completed all requirements of the internship site. These may include drug screening, criminal background checks and an introduction to laws such as HIPAA or other specialized training. Students may expect to devote approximately 5 hours to completing these requirements and no student will be allowed to enroll in this course later than the first day of Week Five in order to assure timely completion of all requirements. This course is not intended for any student in the College of Health Professions. Additional course fee(s) apply.[‡]

Legal Issues/Law (LEGL)

LEGL101 Introduction to Legal Studies 3 CR

Students are introduced to basic legal vocabulary, the federal and state court systems, and legal ethics. They also become familiar with a variety of law-related working environments.

Prerequisite(s): ENGL109

LEGL204 Family Law 3 CR

Students are introduced to the practical skills required in divorce, paternity, child protection, guardianship, and other proceedings. Special emphasis is placed on interviewing, investigation, file organization, and drafting documents in preparation for litigation in each of these subject areas.

Prerequisite(s): LEGL101

LEGL210 Business Law Foundations 3 CR

This survey course covers the fundamental principles of business law, including the legal system, dispute resolution, government regulation torts, and crimes affecting business, contracts, sales, and agency. Court decisions are used to encourage analytical thinking. Additional course fee(s) apply for online sections only.[‡]

Co-requisite(s): ENGL110

LEGL211 Criminal Law 3 CR

This course examines Criminal Law in the United States, with an emphasis upon its basic functions and principal components. The substantive elements of crimes and defenses are explored along with an examination of the impact of crime on society.

Co-requisite(s): ENGL110

Prerequisite(s): LEGL101 or LEGL210

LEGL213 Torts 3 CR

Students are introduced to areas of legal liability commonly encountered by individuals and business as well as to the methods of liability avoidance. Topics covered include intentional torts, negligence, strict liability, product liability, malpractice, premises liability, dram shop, consumer protection, and other areas of tort liability.

Prerequisite(s): LEGL101

LEGL215 Litigation 3 CR This course is designed to familiarize students with the basic requirements of the Michigan Rules of Court and the litigation process. The purpose is to enable them to assist the attorney in preparation of legal papers and documents in a timely and comprehensive manner. Prerequisite(s): LEGL101	LEGL305 Real Estate Law EL 3 CR Students are introduced to various forms of property ownership. Students will draft legal documents used in real estate transactions as well as documents used in litigation reflecting various types of property ownership. Prerequisite(s): LEGL101
LEGL216 Legal Research 3 CR Students are introduced to the published sources of law and research strategies utilized to efficiently analyze legal issues and determine the current state of the law. Students learn to use print resources, as well as computer assisted research tools to access primary and secondary sources of law. Co-requisite(s): ENGL110 Prerequisite(s): LEGL101	LEGL308 Estate Planning and Probate Law EL 3 CR Students are introduced to the process of estate planning, from initial client contact to asset identification and appraisal through drafting of estate planning documents, including wills, trusts, powers of attorney and medical advanced directives. Students also learn about estate administration, guardianships and conservatorship through the drafting of petitions and other court documents. Prerequisite(s): LEGL101
LEGL218 Legal Writing 3 CR Students apply their legal research skills to draft pleadings, discovery documents, memoranda, briefs, correspondence and other documents commonly utilized in legal settings. Co-requisite(s): ENGL110 Prerequisite(s): LEGL216	LEGL320 International Business Law 3 CR This course provides a general introduction to the international legal environment affecting Americans doing business with foreign nationals, whether in the United States or abroad. Students develop an understanding of the legal environment and the most common problems experienced in international business transactions; learn a conceptual framework to understand the legal dynamics experienced in the international business arena; and develop an awareness of methods used to resolve international business disputes. Prerequisite(s): LEGL210 and BUSN225
LEGL220 Technology in the Law Office 3 CR This course provides an opportunity for students to use computer technology and its application within law firms and other entities engaged in the practice of law. It covers the use of technology in, e-discovery, office management, case management, litigation presentation and billing. Co-requisite(s): LEGL101 for students seeking the Post-Baccalaureate only Prerequisite(s): BITS211 (required for associate's and bachelor's degree seeking students) and LEGL101.	LEGL334 Legal Aspects of Sport Management 3 CR Students examine the laws that apply to sport management issues. Topics include contract law, agency law, tort law, constitutional issues, risk management, and alternative dispute resolution. Prerequisite(s): SPMG211
LEGL290 Legal Studies AS Internship 3 CR <i>Contact Regional Internship Manager at least two semesters prior to enrolling.</i> This course provides an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive credit, students are required to complete a 150 hours of work at an approved internship site. <i>Note:</i> Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. A grade of C or better is required to complete this course successfully. Additional course fee(s) apply. [‡] Prerequisite(s): All required law classes completed or taken concurrently; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.	LEGL381/382/383 International Law variable CR These courses explore law in an international context. Students learn about legal concepts while studying in another nation. Students reflect upon the legal practices of their country of study. These courses may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.
LEGL300 Evidence and Criminal Procedures 3 CR This application-based course examines procedural and evidentiary rules and cases relating to admissibility of criminal evidence. Students are introduced to preparing and filing documents involved in criminal litigation from initial client contact through sentencing and appeal. Prerequisite(s): IAAS256 or LEGL101	LEGL384 Comparative Legal Analysis/ Study Abroad EL 3 CR In this class students will conduct a comparative legal analysis between the United States system of jurisprudence and the judicial system of the country the student is visiting during a study abroad experience. Prerequisite(s): LEGL101
LEGL301 Business Organizations 3 CR Students are introduced to legal problems encountered in business formation, operation, and acquisition, including the law concerning sole proprietorships, general and limited partnerships, corporations, and limited liability companies. They are also introduced to related business law concepts. Prerequisite(s): LEGL101	LEGL385 Legal Studies Special Topics EL 1-3 CR This seminar course gives students an opportunity to explore, in greater depth, legal topics introduced in prior classes. The emphasis of the class will be on the application of skills and knowledge previously acquired and the promotion of access to justice. <i>Note:</i> Course may be repeated twice for a maximum of 6 credit hours. Prerequisite(s): LEGL215 and junior status or Post-Baccalaureate Certificate student with the approval of the Department Chair for Legal Studies.
LEGL303 Bankruptcy Law 3 CR This course is a study of bankruptcy concepts relating to consumer bankruptcy filings under Chapter 7 and Chapter 13 of the Bankruptcy Code. The course focuses on practical aspects of bankruptcy practice, including drafting of forms and other documents. Prerequisite(s): LEGL101	LEGL386 Study Abroad - Special Legal Topics EL 3 CR In this class the Legal Studies study abroad participant, in cooperation with the study abroad program director and the course instructor, will select a legal topic and compare, analyze and apply the substantive and procedural law in the United States to the substantive and procedural law in the host country. Prerequisite(s): LEGL101
	LEGL401 Employment and Labor Law 3 CR This case study course focuses on the managing of employer/employee employment related issues through an examination of the major federal laws governing the employment relationship such as: National Labor Relations Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act,

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

Fair Labor Standards Act, and the Occupational Safety and Health Act. Emphasis is placed on the critical thinking and problem solving skills required of business managers responsible for the hiring, directing and terminating of workers in both non-union and union environments.

Prerequisite(s): BUSN210, ENGL311, LEGL210, and MGMT211

LEGL415 Advanced Litigation **3 CR**

This is an advanced course in trial practice. Particular emphasis will be given to discovery and trial preparation. Additional course fee(s) apply.[‡]

Prerequisite(s): LEGL215 and LEGL218 are the required prerequisites for bachelor's degree seeking students. LEGL215 and LEGL216 are the required prerequisites for the students in the post-baccalaureate certificate program.

LEGL425 Contract and Product Liability **3 CR**

Students examine the interplay between contracts, sales, warranties, and product liability. Distinctions between the elements of common law and the structure of the Uniform Commercial Code will be the primary focus of the course. The course includes the available remedies under each theory should a breach occur. Additionally, theories of warranties and how they tie into contract law will be covered. To complete the business transaction, an examination of product liability will be addressed.

Prerequisite(s): LEGL210

LEGL490 Legal Studies BS and Certificate Internship **3 or 4 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

This course will provide an on-the-job experience in the day-to-day routine and operation of a law office or other legal setting. To receive 3 credits, Post-Baccalaureate Certificate students will be required to complete 150 hours of work at an approved internship site. To receive 4 credits, the Bachelor degree student will be required to complete 200 hours of work at an approved internship site. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. A grade of C or better is required to complete this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): All required law classes completed or taken concurrently; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

LEGL496 Legal Ethics and Certificate Review **3 CR**

This class provides an extensive review of all previous course work in order to prepare the student for the National Association of Legal Professionals or NALS, ALS examination, the basic certification for legal professionals. At the completion of the course work, the ALS examination will be administered. In addition to standard tuition fees for this course, there is an additional examination fee and NALS membership fee that must be paid to NALS prior to taking the examination. These additional fees are set by NALS and may be subject to change by NALS.

Prerequisite(s): All required law classes completed or taken concurrently.

Management (MGMT)

MGMT211 Management Foundations **3 CR**

This course provides a foundation in basic management principles with special application and focus on the supervisory level of management. The four universal functions of management (planning, organizing, leading, and controlling) are explored. Students learn the theories and study their impact on the history of management practices. Proper case analysis process is also examined and applied through the discussion of various supervisory/managerial case situations.

Co-requisite(s): ENGL109

MGMT290 Management Internship **1, 2, or 3 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

This sophomore-level Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student's major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Management. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements.

Note: Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status: 9 credit hours or more in residency at Davenport University; 6 or more credit hours of Management classes; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

MGMT316 Innovation and Managing Change **3 CR**

This course provides an environment that stimulates individual creativity and encourages risk taking to solve organizational and community problems. Students integrate design thinking and change management processes to develop an idea from inspiration through implementation.

Prerequisite(s): HLTH211 or MGMT211

MGMT321 Organizational Behavior **3 CR**

This course is designed to provide students with an understanding of organizations, by combining theory with application relating to motivation, group behaviors, power, politics, conflict, leadership, decision-making, communications, organizational design, and change. Students examine the application of psychology, sociology, and social psychology to organizational management.

Prerequisite(s): HLTH211 or MGMT211

MGMT352 Managing Non-Profits and Social Enterprises **3 CR**

This course establishes the foundational knowledge required for leading and managing a nonprofit or social enterprise. Focus is on assessing the various organizational and governance structures, board and community relations, fiscal structure, and impact of the regulatory environment on the management of nonprofit organizations. The course also explores effective processes used by social enterprises to apply business strategies to maximize improvements in human and environmental well-being.

Prerequisite(s): MGMT211

MGMT357 Operations Management **3 CR**

This course examines the management of systems and processes that create goods and/or services. Quantitative modeling techniques are used to analyze the operations and control processes associated with productivity, capacity and quality assurance. Other topics explored include forecasting, inventory control, facility management, process technology and design as well as cost and waste reduction. Sustainable business practices as applied to operations are also addressed.

Co-requisite(s): FINC211

Prerequisite(s): BITS211, MGMT211 and STAT220

MGMT375 Leadership Discovery **3 CR**

Students examine and apply theories of leadership with a focus on determining effective strategies and styles of leadership needed to influence and coordinate the efforts of work team members and organizations. Through the use of self-analysis critiques, students discover their leadership styles and preferences.

Prerequisite(s): HLTH211, MGMT211 or SPMG211

MGMT381/382/383 International Management Study Abroad **variable CR**

These courses explore business management in an international context. Students learn about business management concepts while studying in another nation. Students reflect upon the business management practices of their country of study. The courses may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

Prerequisite(s): Acceptance to the study abroad program

MGMT399 Certified Manager (CM) Examination **3 CR**

Students analyze the management functions of planning, organizing, directing, and controlling and apply these functions to situations managers encounter as they achieve organizational objectives. This certification course emphasizes the application of real-world, practical management skills and techniques over theories, critical thinking and decision-making over rote knowledge. *Note:* Students are responsible to determine if they meet the professional requirements to take the CM exam at the ICPM website www.icpm.biz. Successful completion of this course does not guarantee the passing of the Certified Manager exam. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieved senior status (in any DU College).

MGMT412 Quality Management **3 CR**

This course explores the current managerial philosophies of quality focus, customer orientation, and team participation. Emphasis is given to basic statistical tools, including SPC and DOE, and problem solving. Problem solving methodology in the context of ISO and QS certified environments will be addressed, as well as issues surrounding ISO and QS implementation, documentation, registration, and compliance. The Malcolm Baldrige Award, ISO-9000, and the Six Sigma quality systems will each be analyzed.

Prerequisite(s): FINC211, MGMT211 and STAT220

MGMT413 Sustainable Supply Chain Management **3 CR**

This course examines the various components of the supply chain management (SCM) function with emphasis on inventory management and control, distribution and transportation as well as supplier relations. Sustainable business practices as applied to SCM operations are also addressed. Students learn techniques associated with purchasing, materials and procurement management, efficient inventory control, concepts of cost analysis, quality control, and MRP methods.

Co-requisite(s): ENGL311

Recommended Prerequisite(s): FINC211

Prerequisite(s): BITS211, MGMT211 and STAT220

MGMT420 Ethical Leadership and Corporate Social Responsibility **3 CR**

This case-focused course examines the roles of leaders and their ethical responsibilities organizations in today's global marketplace. The impact of all levels of leaders on multiple stakeholders and the balancing of decision-making to maximize benefit to one's ecological environment, communities, shareholders, and workers are analyzed. The course features case studies in the areas on areas of governance, environmental management practices, and social/citizenship responsibilities.

Prerequisite(s): BUSN210 and HLTH211 or MGMT211

MGMT435 Leadership Challenges Seminar **3 CR**

Students research and analyze a specific leadership challenge in which they are personally interested. Consideration of leadership style and development provides a framework for their conclusions and recommendations.

Prerequisites: MGMT211

MGMT447 Design Thinking and Strategy Development **3 CR**

The Design Thinking process of innovation differs from the conventional, linear problem solving practices. This human-centered approach relies on both research and a deep understanding of user needs to uncover emerging opportunities that take advantage of the new realities in technology, information flow, global competition and

resources. This course leverages design thinking techniques to enhance strategic development for an organization or in response to a specific problem. While the focus is on breakthrough innovation, the course includes application of risk analysis, project management plans and development of performance metrics required for effective implementation.

MGMT467 International Management **3 CR**

This course examines the distinctions of managing and leading cross-cultural and global organizations. Focus is on decision-making and strategy development in the areas of organizational culture and norms, innovation, international communications and negotiations, as well as sustainability, ethics and social responsibility in the global context. Additional course fee(s) apply.[‡]

Prerequisite(s): MGMT211 and SOSC201

MGMT490 Management BBA Internship **3-6 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the site supervisor will evaluate the student's performance. *Note(s):* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status; Business Foundations completed; a minimum of 9 credits completed in the major in residency at DU; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

MGMT490I International Management BBA Internship **3 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

This course is a means for students in the Bachelor of Business Administration in International Business to fulfill their study abroad requirement, and is available as an elective to all College of Business students. The internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience and should be related as closely as possible to the student's major field and individual interest. The international internship provides an opportunity for students to experience working and living in an international setting, which enables them to learn about business, workplace, and cultural practices in the host country and offers them the opportunity to conduct comparative studies between native and host countries. Students will be given information concerning site possibilities and be supported in decision making and the search process. Ultimately, the responsibility to connect with organizations, apply to open roles and for selection by the internship employer, rests with the student. The internship may be either paid or unpaid. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. An appropriate faculty member and the employer site supervisor will evaluate the student's performance. *Note(s):* An International Student at DU may take a domestically located internship within the state of Michigan and meet this requirement because it is an international work environment outside of home country / country of citizenship. A US Citizen MUST travel to another country to meet the requirement. Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Junior status; Business Foundations completed; a minimum of 9 credits completed in the major in residency at DU; a minimum 2.7 GPA in the major in residency at DU; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3; a specific

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

foreign language requirement if required by the international organization facilitating the internship; acceptance by the DU Office of Global Programs.

MGMT495 Strategic Management Capstone 4 CR

In this course, emphasis will be placed on the strategic planning process through the analysis of business cases and the development of a major business project. This analysis includes a thorough review of industry and competitive conditions and situational analysis of the company, including financial trends and concluding with defensible recommendations for specific strategies that improve organizational performance and sustainability. Additional course fee(s) apply.[‡]

Prerequisite(s): Achieved senior status, BUSN303

Marketing (MKTG)

MKTG211 Marketing Foundations 3 CR

This course explores the role of marketing in society and in the success of an organization. Students learn and apply the strategies, tactics and terminology used by market-oriented businesses. Through critical thinking exercises and case analysis, students become familiar with the primary tools of marketing including market segmentation, product, pricing, marketing communication, research, and marketing channel strategies. Additional course fee(s) apply.[‡]

Co-requisite(s): ENGL109

MKTG212 Professional Selling 3 CR

This course introduces the theory and practical application of professional selling techniques with a focus on customer needs, behavior, and relationship building. Students learn the theory, practice, and procedures of successful selling while examining the personal attributes necessary for a successful sales career. Student presentation skills are enhanced through sales role-playing.

Prerequisite(s): MKTG211 or SPMK210

MKTG214 Public Relations Foundations 3 CR

This course introduces the principles for managing relationships with the organization's various audiences, including customers, employees, government, investors, and media. Students develop an understanding of public relations and learn to recognize, examine, interpret, and implement public relations activities and communications.

Prerequisite(s): MKTG211

MKTG290 Marketing Internship 1, 2, or 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This sophomore level Marketing Internship is intended to introduce students interested in the field to the Marketing workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student's major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Marketing. The course is variable credit (1, 2, or 3 credits) with 1 credit requiring 50 hours of career-related work time at the internship site, 2 credits requiring 100 hours, and 3 credits requiring 150 hours. The course may be repeated up to a total of 3 credits. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status; 9 credit hours or more in residency at Davenport University; 6 or more credit hours of Marketing classes completed at Davenport University; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

MKTG310 Consumer Behavior 3 CR

This course provides a comprehensive examination of consumer buying behavior as it relates to marketing strategy. Students learn current economic, psychological, and sociological factors that help explain consumer behavior; examine models, theories, and research that relate to consumer behavior; and apply consumer behavior principles to target marketing.

Prerequisite(s): MKTG211

MKTG312 Digital Retailing 3 CR

This course provides a comprehensive review of digital retailing as it applies to consumer products and services. Through the study of various industry participants, from dominant online retailers such as Amazon to individual-driven selling websites like Etsy, students will become familiar with the latest digital retailing trends including social commerce, mobile commerce, omnichannel marketing, and others. A significant portion of the course will be dedicated to examining the unique aspects of consumer behavior as it relates to online shopping and to using available research in this field to increase online retail profits.

Prerequisite(s): MKTG322

MKTG320 Marketing of Services 3 CR

This course provides an in-depth examination of marketing strategies, functions and programs specifically targeting service organizations. Students learn about consumer behavior in service encounters, and positioning of services in competitive markets. Pricing, distribution and promotional methods that both differ from and integrate with traditional product marketing practices are also examined. Using case studies, students learn to diagnose and analyze service marketing plans with techniques such as position mapping, service branding, cost and value-based pricing, integrated marketing communications and distribution channel analysis. The course also addresses ethical issues and best practices related to the marketing of services. The course culminates with the development of a marketing plan for a service business or organization.

Prerequisite(s): MKTG211

MKTG322 Digital Marketing 3 CR

This course offers an overview of online marketing strategies and techniques. Main topics include operating in a global marketplace, online marketing to individuals with personalization services, traffic building and branding.

Prerequisite(s): CISP111 and MKTG211

MKTG324 Social Media Strategies 3 CR

This course provides a thorough examination of social media as an integral part of every organization's marketing plan. Students will learn how to use social media as part of a unified marketing strategy. They will also leverage the unique aspects of these new marketing tools to accomplish organizational objectives. An essential part of this course is the interpretation of social media metrics to make sound marketing decisions.

Prerequisite(s): MKTG322

MKTG346 Digital Brand Engagement 3 CR

This course introduces students to the various branding strategies organizations use to establish and reinforce brand equity. Students will compare the various tactics available to understand how to best reinforce an organization's brand presence. Students will also understand how to leverage content marketing to be integrated into branding strategy and highlight the importance of consistent messaging to create consistent brand perception.

Prerequisite(s): MKTG322

MKTG381/382/383 International Marketing variable CR

These courses explore marketing in an international context. Students learn about marketing concepts while studying in another nation. Students reflect upon the marketing practices of their country of study. These courses may be tailored regarding content, time and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

MKTG412 Marketing Research**3 CR**

Students will conduct, prepare, and present an actual situation analysis report for a firm using appropriate primary and secondary sources. The course reviews the nature, procedures, terminology, and application of research in solving marketing problems. Students learn the steps of marketing research, including problem definition, research design, sampling procedures, data collection methods, data analysis and interpretation, and the research report.

Recommended Prerequisite(s): FINC211

Prerequisite(s): BITS211, ENGL311, MKTG211, STAT220, and achieved senior status.

MKTG421 International Marketing**3 CR**

This course is a study of the opportunities and challenges encountered in international marketing, at various scopes and degrees of international involvement. Students explore how organizations participate in and are affected by international competition; identify and analyze international market segments and related cultural difference; assess market value; and develop marketing strategies relevant to various international segments.

Prerequisite(s): ENGL311 and MKTG211

MKTG425 Search Engine Marketing and Analysis**3 CR**

This course builds on the foundational concepts from digital marketing to cover search engine marketing (SEM) and search engine optimization (SEO) in more depth. During the first half of the course students will learn how to improve website traffic through the use of SEO tactics, content marketing, social media management, and other unpaid efforts. The second half of the course will be dedicated to paid efforts, including the creation of pay-per-click campaigns using popular SEM platforms. Students will learn to interpret traffic analytics and other metrics in order to analyze campaign performance. The goal of search marketing is to gain traffic and visibility for websites and content.

Prerequisite(s): MKTG322

MKTG440 Strategic Marketing**3 CR**

This marketing capstone course focuses on decision-making. Students will integrate material learned in their marketing courses and apply the definitions, concepts, and marketing logic in the analysis of marketing problems. A variety of techniques including situation analysis, SWOT analysis, secondary research and appropriate financial analysis will be used within the case analysis format to develop marketing objectives, strategies, and programs. The course will include the use of simulations and the development of a formal marketing plan. Additional course fee(s) apply.[‡]

Prerequisite(s): FINC211, MKTG310, MKTG412, and achieved senior status.

MKTG490 Marketing BBA Internship**3 CR**

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level Marketing Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience must be directly related to the marketing function of an organization. In general, 150–200 hours of marketing related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. A grade of C or better is required to pass this course. Additional course fee(s) apply.[‡]

Prerequisite(s): Senior status; Business Foundations complete; 15 or more credit hours completed in residency at Davenport; 12 or more credit hours of Marketing courses completed at Davenport; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

Mathematics (MATH)

MATH030 Elementary Algebra**3 CR**

A second pre-college level course intended for students who possess strong arithmetic skills and have had a course in pre-algebra. This course is designed to build and strengthen students' proficiency in foundational algebraic concepts and applications. Topics include solving linear and quadratic equations, systems of linear equations, and linear inequalities. The course will also address simplifying radicals, laws of integer exponents, and the study of linear equations in two variables. Particular attention will be given to applications of this material in the business, technology, and/or health professions (specifically drug dose calculations); hence, the mastery of these skills is an essential component of academic and career success. *Note:* This course is graded A - C or NC but the earned grade is not used in calculating semester or cumulative GPA. Additional course fee(s) apply.[‡]

Prerequisite(s): Appropriate test scores

MATH120 College Mathematics**3 CR**

Students in this course will explore and apply college-level mathematical concepts so as to enhance their critical and creative thinking skills. Topics will include i) problem solving, ii) set theory and real numbers, iii) linear, quadratic, exponential, and logarithmic functions, and iv) counting techniques and probability. Other topics of interest will be selected from graph theory, prime numbers, logic, number representation, and voting theory. This course aims to increase students' appreciation of the utility, ubiquity, and beauty of mathematics. Additional course fee(s) apply.[‡]

Prerequisite(s): Appropriate test scores or successful completion of MATH030. Students must also successfully complete an assessment exam on the first day of class.

MATH125 Intermediate Algebra**3 CR**

This course is designed to prepare students for the traditional calculus sequence. Course coverage includes the definitions, properties, and arithmetic of algebraic expressions, solving equations and inequalities, an introduction to functions, graphing equations and functions (e.g., linear, quadratic, rational, radical, exponential, and logarithmic). The course also includes a brief introduction to right triangle trigonometry. Techniques of problem solving and applications are integrated throughout the course. *Note:* A grade of C or above is required to take MATH135 or MATH150. Additional course fee(s) apply.[‡]

Prerequisite(s): Appropriate test scores or successful completion of MATH030. Students must also successfully complete an assessment exam on the first day of class.

MATH130 Contemporary Applied Math**3 CR**

This course introduces students to systematic mathematical thinking in everyday life scenarios. Through a non-traditional exploratory approach, students apply mathematical concepts to social and professional situations. Students learn to apply mathematical problem solving to planning, scheduling, efficient producing, and voting. Students learn the basic concepts of cryptography, logic, and number systems and their applications to computer science and the internet. Students will also utilize, discuss, and compare various consumer finance models.

Prerequisite(s): MATH120 or MATH125

MATH135 College Algebra**3 CR**

This course is intended to further develop students' algebraic skills as well as prepare them for success in MATH210 (Business Calculus). The course focuses heavily on the necessary knowledge of mathematical concepts needed to solve a diverse and complex array of scenarios. These include polynomial, rational, exponential, and logarithmic functions and their properties. In addition, students will solve logarithmic and exponential equations, learn the symmetry of graphs, and sequences and series of numbers. Applications to the business, health, and/or technology professions will be emphasized throughout the course. Additional course fee(s) apply.[‡]

Prerequisite(s): Completion of MATH120 or MATH125 with a C or above

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

MATH140 Finite Mathematics **3 CR**
 This course introduces students to the fundamentals of non-calculus-based mathematics. Applications to Managerial Science and Computer Science serve as motivation for course material. Topics include the mathematics of finance (compound interest and annuities), optimization, and decision-making. The use of spreadsheets (Microsoft Excel) to handle more complex calculations will be introduced where appropriate. This course is strongly recommended for students in the Computer Science BS program. Additional course fee(s) apply for online sections only.[‡]
Prerequisite(s): MATH120 or MATH125

MATH150 Pre-Calculus **4 CR**
 This course is designed to prepare students for the traditional calculus sequence. Topics include: brief review of algebra, solving equations and inequalities, systems of linear and nonlinear equations, the properties and graphs of relations and functions (including polynomial, radical, rational, logarithmic, exponential, and trigonometric), zeros of polynomial functions, trigonometry, conic sections, polar coordinates. Additional course fee(s) apply for online sections only.[‡]
Prerequisite(s): Completion of MATH120 or MATH125 with a C or above

MATH205 Applied Linear Algebra **4 CR**
 This course introduces the fundamentals of linear algebra (i.e., the notation and algebra of vector spaces and matrices). Because these items have the ability to handle masses of data as a single unit with relative ease, they are of particular interest to those in computer science. Those applications to programming (e.g., 3-D game design, simulation, and biometric security) will serve as context throughout the course. Topics include matrix operations, linear transformations, vector spaces, and 3D geometry. Additional course fee(s) apply for online sections only.[‡]
Prerequisite(s): MATH135 or MATH150

MATH210 Business Calculus **3 CR**
 This course introduces students to calculus within the context of business applications. Particular focus will be given to questions involving optimization, marginal analysis, point of diminishing returns, and elasticity of demand. Calculus is a common prerequisite of many MBA programs.
Prerequisite(s): MATH135 or MATH150

MATH215 Calculus I **4 CR**
 This course covers differential calculus and an introduction to integral calculus. Topics include: limits and continuity, the definition of the derivative, rules and techniques of differentiation, applications of the derivative (including motion, L'Hôpital's Rule, curve sketching, optimization, and related rates), antiderivatives, Riemann sums, the definition of the definite integral, the Fundamental Theorem of Calculus, and elementary methods and applications of integration.
Note: A grade of C or above is required to take MATH216, MATH317 and MATH350. Additional course fee(s) apply.[‡]
Prerequisite(s): MATH150

MATH216 Calculus II **4 CR**
 This course covers methods and applications of integral calculus, improper integrals, sequences and series including theory and applications of Taylor series, and an introduction to differential equations.
Prerequisite(s): Completion of MATH215 with a C or above

MATH250 Discrete Structures **3 CR**
 This course applies fundamental ideas in discrete structures and mathematical reasoning. Topics include elementary logic and set theory, functions and relations, induction and recursion, elementary algorithm analysis, counting techniques, and introduction to computability. Fundamental techniques include graph theory, Boolean algebra, and trees. Techniques and topics will form the foundation for subsequent programming language courses.
Prerequisite(s): CISP111 and MATH130, MATH135 or MATH150

MATH317 Calculus III **4 CR**
 This course covers polar coordinates, three-dimensional Euclidean space including lines, planes and space curves, vector operations, multivariable scalar and vector-valued functions, partial derivatives, line and surface integrals, multiple integrals, and Green's, Stokes and the divergence theorems.
Prerequisite(s): Completion of MATH215 with a C or above

MATH350 Differential Equations with Modeling **4 CR**
 This course covers applications and solutions of first order differential equations including graphical solutions, applications and solutions of second order linear differential equations, systems of first order linear differential equations, theory and techniques of linearization, and graphical solutions to first order systems of nonlinear differential equations. The emphasis throughout will be using differential equations to model and predict the behavior of natural processes.
Prerequisite(s): Completion of MATH215 with a C or above

MATH381/382/383 International Mathematics **variable CR**
 This course explores mathematics in an international context. Students learn about mathematics while studying in another country. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate division chair.

MATH385 Math Special Topics **variable CR**
 Students in this course will explore topics of special interest in mathematics that are not covered in other courses. Students will demonstrate proficiency on their chosen topic through projects, papers, and presentations. Credit will be determined by the instructor and the student and will be based on contact hours and workload. Consent of Department Chair is required. *Note:* This course may be taken for a maximum of 6 credits.

Medical Assisting (MEDA)

MEDA254 Clinical Patient Care **3 CR**
 In this course, the student is introduced to the theoretical and applicable procedures of ambulatory care practices including legal, and ethical clinical aspects of patient care. Emphasis is placed on obtaining accurate clinical and historical patient data, patient education and safety, assisting with medical office procedures and minor office surgeries, assigning diagnostic and procedural codes to corresponding conditions and procedures, and the application of sterile technique. In addition, the student will gain an understanding of body mechanics, patient assessment, physical modalities, electrocardiography, drug calculations and administration, and principles of IV therapy. Clinical experiences will encompass the physical and psychosocial developmental stages and needs of various patient populations. *Note:* This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): BIOL116 and HLTH220; Medical Assisting Limited Enrollment Form submitted and approved and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA255 Clinical Laboratory Procedures **3 CR**
 This course will introduce the theory and techniques involved with basic laboratory procedures such as urinalysis, hematology, blood chemistry and microbiology. Emphasis will be placed on patient instruction, specimen collection, specimen processing, and documenting. Standard precautions, legal and ethical considerations, and OSHA standards are applied in the performance of venipuncture, capillary punctures, specimen handling and processing of bodily fluids, and equipment usage. *Note:* This course requires one hour of lecture and four hours of lab per week. DU scrubs are required for this course. A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]
Co-requisite(s): BIOL116 and HLTH101M; Medical Assisting Limited Enrollment Form submitted and approved and students are required to provide documentation of immunizations, including HBV or a signed waiver and a negative TB test.

MEDA259 Medical Office Applications 3 CR

Students will master the administrative duties of medical office management. This will include communication skills both verbal and non-verbal, computerized office management, scheduling, accounting practices, financial management, third party billing and reimbursement, and daily operations. Students will have hands-on interaction in the use of electronic medical records. *Note:* This course requires two hours of lecture and two hours of lab per week. A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

MEDA290 Medical Assisting Practicum 4 CR

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This experience is designed to prepare the student for successful employment as a certified Medical Assistant. The student will gain clinical and administrative experience while working 180 hours in a health care facility outside the institution. No compensation shall be awarded and evaluations will be completed by the facility supervisor in conjunction with the assigned faculty member. In addition, this course will include preparation for and mandatory registration for either the American Medical Assisting Association Certification Exam (CMA) or the American Medical Technologist's Registered Medical Assistant Exam (RMA). *Note:* Any unexcused non-attendance or dismissal from a practicum experience will result in a grade of F. This course requires two hours of lecture and at least twelve hours of clinical experience per week. To meet course requirements, the student is required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.). DU scrubs and name badge are required for this course. A grade of C or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): MEDA254, MEDA255, MEDA259 and must have Associate Department Chair/Program Director approval including skills verification plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required.

Medical Case Management (MCMG)

MCMG300 Case Management Fundamentals 3 CR

This course will provide an overview of the case management process and the job responsibilities. The student will become knowledgeable with current professional practice standards and required essential skills of the medical case manager. The course will emphasize case management ethical and legal principles, appropriate documentation and essential required skills while differentiating between the various roles of case managers. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): BIOL116 or BIOL222 and BIOL222L

MCMG310 Community Services 3 CR

This course focuses on the resources available in the community through various state agencies, and on related services available to clients and their families with physical, cognitive and/or emotional disabilities. An emphasis is placed on how case managers coordinate community services and support for clients and families across each transition of patient care. Woven throughout the course will be topics related to state and federal regulations including the Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA). *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG311 Adjustment to Disability 3 CR

This course examines the various personal, psychological and social adjustments experienced by an individual with physical, cognitive, and/or emotional disabilities. The course will include in-depth discussion and analysis of the medical and psychological traits of

disabilities. The student is expected to develop an understanding of treatment protocols and resources required to facilitate successful continuum of care for clients and their families. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG312 Insurance, UR, and Discharge Planning 3 CR

This course provides an overview of various public and private insurances, payers and appeal processes that impact case management interventions. The course will include the process of conducting a utilization review addressing issues such as prior authorization, admissions, services provided, and the length of stay. An emphasis will be placed on creating and implementing a discharge plan utilizing specific insurance benefits. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300 and HLTH250

MCMG401 Case Management Documentation and Reporting 4 CR

This course examines the methodology and processes utilized in client case management documentation, report writing, and client interviews. It also covers resolving conflicts and barriers among members of the interdisciplinary team including clients, their caregivers, or support systems. The course includes processes related to gathering client-centered data, organizing and analyzing the information to write various reports and ensure documentation. Additionally, students will conduct a cost benefit analysis to measure the efficacy of care interventions. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): ENGL311 and MCMG300

MCMG402 Disability Case Management 3 CR

This course examines managing the care of a client with an illness/injury/disability and returning that individual to the work setting or achievement of maximum medical improvement. The course focuses on the case manager role and responsibilities in evaluating multidisciplinary rehabilitation plans or programs. Review of the employer's role in prevention and recovery, and the work environment for ergonomics, safety, and industrial hygiene will be examined. At the conclusion of the course, the student will be able to prepare an individual written rehabilitation plan. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG403 Case Management Special Populations 3 CR

This course is an overview of the special needs in providing case management for a number of special groups of individuals. These groups include individuals with substance abuse, veteran issues, vision/hearing impairments, intellectual developmental disorder, maternal/infant conditions, organ transplants, immune disorders, traumatic injuries, and mobility issues. This course will focus on the Americans with Disabilities Act (ADA) and accommodations for these special populations. *Note:* A grade of C or better is required to pass this course successfully.

Prerequisite(s): MCMG300

MCMG410 Case Management Certification Preparation 1 CR

This course is intended for individuals who meet the eligibility requirements to sit for the Certified Case Manager (CCM) exam through the Commission for Case Management Certification. This course provides an overview of major concepts and subject matter areas applicable to the CCM exam. Topics include a review of the Standards of Practice and the essential functions and five core components of case management, worker's compensation, ADA, and community-based concepts. Emphasis will be placed on methodology of coordination and service delivery, legal and professional ethical issues, physical and psychological factors, and benefit systems. Students will also be provided with information and tactics to assist with test-taking skills.

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

MCMG493 Case Management Online Practicum 4 CR

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is for online students only and provides a supervised experience for the student to demonstrate the ability to function as a medical case manager. The experience will require students to critically think and communicate about direct knowledge of casework, client services, resources utilized, and professional functions in a public or private agency. One requirement of the course will include the student completing a life care plan for a client designated by the faculty. The student will include in the life care plan an analysis of the client's issues with recommendations for best managing the client's needs. Additionally, students are expected to participate in a mock trial, hearing, or deposition in which the student will learn how a medical case manager provides testimony. This course must be completed to meet the graduation requirements for the bachelor's degree in Medical Case Management. *Note:* Any unexcused non-attendance or dismissal from a practicum experience will result in a grade of F. A grade of C or better is required to successfully complete this course. Additional course fee(s) apply.†

Prerequisite(s): Last semester; major courses complete and must have Associate Department Chair/Program Coordinator approval plus the completion of the Criminal Background Check and an updated Clinical Student Disclosure Statement is required. This course is only available to online, out-of-state students.

MCMG495 Case Management Practicum 4 CR

Contact Regional Practicum Manager at least two semesters prior to enrolling.

This course is the practicum experience for Medical Case Management and includes a supervised field experience. The student will complete a minimum of 120 hours in a case management environment under the direct supervision of a case manager. The practicum will require students to critically think and communicate direct knowledge of case management utilizing the Standards of Case Management practice, client services, community and interdisciplinary resources, and professional functions in a public or private agency. One requirement of the course is a completed case management plan for a client designated by the faculty or practicum preceptor. Additionally, the student will learn the role of a case manager when providing testimony for a trial, hearing or deposition. *Note:* Any unexcused non-attendance or dismissal from the practicum experience will result in a grade of F. To meet the course requirements the student is required to be available during normal business hours (i.e. 8:00 a.m. to 5:00 p.m.) for site visits and may require student travel. A grade of C or better is required to complete this course. Additional course fee(s) apply.†

Co-requisite(s): MCMG402 and MCMG403

Prerequisite(s): MCMG310, MCMG311, MCMG312, MCMG401 and be in last semester; must have Associate Department Chair/Program Director approval.

Networks (NETW)

NETW101 PC Operating Systems 3 CR

This course is a general overview of microcomputer operating systems. A basic understanding of computers and the use of Windows is assumed. Emphasis is on operating system concepts, management, maintenance, and resources required. Topics covered include installing and maintaining operating systems, creation of batch files or scripts, customizing and troubleshooting a computer system, and managing files and disks. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Recommended Prerequisite(s): CISP100

NETW141 MS Client and Server OS 3 CR

This course covers installing, configuring, and administering Microsoft Windows client and server operating systems. The course includes extensive use of hands-on exercises.

Co-requisite(s): NETW101

NETW151 Cisco Networking Fundamentals 3 CR

(4 contact hours)

This course introduces students to the architecture, structure, functions, and components of the Internet and other computer networks. The principles of IP addressing, the OSI model, and the fundamentals of Ethernet protocols & media are introduced. Students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IPv4 and IPv6 addressing schemes. Lab work is designed to simulate real-world networking. This course is the first of three networking courses to prepare students for the Cisco Certified Network Associate (CCNA) certification exam. Additional course fee(s) apply.†

Co-requisite(s): MATH120 or MATH125; and NETW101

NETW152 Cisco Routing and Switching 3 CR

(4 contact hours)

This course describes the architecture, components, and operations of routers and switches in small networks, and introduces WLANs and security concepts. Students will learn to configure and troubleshoot routers and switches and resolve common issues in both IPv4 and IPv6 networks. Topics covered include VLANs and inter-VLAN routing, EtherChannel, and IPv4 & IPv6 static routing. Lab work is designed to simulate real-world networking. This course is the second of three networking courses to prepare students for the CCNA certification exam. Additional course fee(s) apply.†

Prerequisite(s): NETW151

NETW201 PC Maintenance and Management 3 CR

This course introduces the student to a PC, its components, common troubleshooting techniques, and adjustments. Additional topics include PC and network security methods, computer hardware and software package selection, and managing the PCs within a company—keeping track of all serial numbers, warranties, and software licensing utilizing either a spreadsheet or database. This course is 90% hands-on. This course will not teach students to repair all problems; not all problems can be fixed. This course will also help prepare the student to take the CompTIA A+ examination.

Prerequisite(s): NETW101

NETW217 UNIX Operating System 3 CR

This course covers operating system concepts in the UNIX environment. Topics include terminology, UNIX features and commands, UNIX system administration, and UNIX as a network server.

Prerequisite(s): NETW101

NETW220 Data Communications and Networks 3 CR

This course focuses on fundamentals of data communications systems and networks. Topics to be covered will include communications hardware and software, data transmission, protocols to include the LDAP, the OSI Reference Model, local area networks, wide area networks, and the Internet.

Prerequisite(s): NETW101 or CISP111 and MATH120 or MATH125

NETW235 UNIX/Linux Server Administration 3 CR

This course builds on previous experience in a UNIX environment to provide students with all the standard and advanced techniques necessary to set up and maintain a secure, effective Linux environment. Emphasis will be on using UNIX/Linux as a network server. Students will create and maintain users and groups, set up web, mail, and FTP services, and perform other UNIX/Linux server administration tasks.

Prerequisite(s): NETW217

NETW241 MS Implement Network Infrastructure 3 CR

This course covers installing and configuring network protocols and services, such as DHCP, DNS, WINS, Remote Access Services, routing, Network Address Translation, and Certificate Services in a Windows Server environment. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW141

NETW243 MS Administer SQL Server 3 CR

The course covers installation, configuration, administration, and troubleshooting the Microsoft SQL Server database management system. The course includes extensive use of hands-on exercises.

Prerequisite(s): NETW141

NETW251 Cisco Enterprise Networking 3 CR

(4 contact hours)

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. Lab work is designed to simulate real-world networking. This course is the third of three networking courses to prepare students for the CCNA certification exam. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW152

NETW253 Cisco Network Programmability 3 CR

Students in this course will be introduced to network automation, and its applications, including the integration of DevOps tools to automate the network efficiently and automate systems through code. Through network programming and automation, students will learn how to simplify tasks involved in configuring, managing, and operating network equipment, topologies, services, and connectivity. Additional topics will include open standards, tools, and network APIs, which may include Python, JavaScript Object Notation (JSON), Network Configuration Protocol (NETCONF), Representational State Transfer Configuration Protocol (RESTCONF), and Yet Another Next Generation (YANG). Additional course fee(s) apply.[‡]

Prerequisite(s): NETW101 of CISP111

NETW290 Networking Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This associate-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): Sophomore status; BUSN210 and NETW151 or NETW220; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

NETW311 Cisco Enterprise Core Network 4 CR

(5 contact hours)

This course provides students with a broad scope of architectural understanding and implementation skills required by enterprise networks. Students will learn switching, routing, wireless, and related security topics along with the technologies that support software-defined, programmable networks. Topics include: EIGRP, OSPF, and BGP routing protocols; VPNs, QoS, L2 redundancy, and secure wireless networks. Lab work is designed to simulate real-world networking. This course prepares students for the Implementing and Operating Cisco Enterprise Network Core Technologies (350-401 ENCOR) certification exam. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW251 or CCNA Certification

NETW312 Cisco Network Security 4 CR

(5 contact hours)

This course introduces network device security. Students will be introduced to the knowledge and skills necessary to install, secure, troubleshoot and monitor network devices and their associated networks to maintain integrity, confidentiality and availability of data and devices. Topics include: secure remote access, Implementing AAA, Site-to-Site Virtual Private Networks (VPNs), Cisco IOS Firewall/IPS features, symmetric/asymmetric encryption, and strategies to mitigate Layer 2/3 attacks. Lab work is designed to simulate real-world networking. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW251 or CCNA Certification

NETW325 Wireless Networking and Security 3 CR

This course covers the wireless technologies in the networking industry. Topics covered will include planning, installing, configuring, and securing wireless networks. Physical-layer standards and wireless hardware will be examined. Hands-on exercises will reinforce the implementation and troubleshooting of wireless networks. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW101 and NETW151 or NETW220 and IAAS221 or IAAS224

NETW326 IP Telephony 3 CR

This course is a survey of the basics of converged IP communications networks. It provides exposure to technologies common to many IP Telephony implementations, then focuses on the Cisco router based Communications Manager Express (CME) technology to illustrate situations common to small business environments. Specifically, students will learn Cisco Communications Manager Express (CME) architecture, components, functionality, and features as they configure Cisco routers, switches, and IP phones. They will also learn Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them in a Cisco CME environment. Upon successful completion of this course, students will have the prerequisite skills to take applicable certification testing. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW152

NETW341 MS Plan and Implement Active Directory 3 CR

This course covers planning, implementing, and administering the Windows Server directory services infrastructure. Hands-on exercises are used to reinforce concepts.

Prerequisite(s): NETW241

NETW381/382/383 International Networking variable CR

This course explores computer networking in an international context. Students learn about networking concepts while studying in another nation. Students reflect upon the networking practices of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate associate dean.

NETW385 Networking Special Topics 3 CR

This course will explore an emerging topic in the field of Computer Networking Technology. Students will be able to research and apply knowledge in a new topic relevant to network hardware, operating systems, network administration and design, or network security.

NETW412 Cisco Networking Troubleshooting 4 CR

(5 contact hours)

This course introduces advanced troubleshooting concepts. Students will gain in-depth knowledge to support the implementation and troubleshooting of advanced routing technologies and services including layer 3 VPN services, infrastructure security and infrastructure services used in enterprise networks. Topics include: troubleshooting OSPF, EIGRP and BGP routing protocols for IPv4 and IPv6; troubleshooting ACLs and Prefix Lists; and configuring and troubleshooting IPv4 and IPv6 route redistribution. Lab work is designed to simulate real-world networking. This course prepares students for the Implementing Cisco Enterprise Advanced Routing and Services (300-410 ENARSI) certification exam. Additional course fee(s) apply.[‡]

Prerequisite(s): NETW311

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

NETW435 Virtualization **3 CR**
 This course covers planning, deploying, and maintaining server, desktop, and application virtualization. Topics include the configuration and security of virtualized computer and network environments. Commercial and open source virtualization platforms are compared, configured, and secured. Business related benefits of virtualization are discussed and applied. This course includes extensive use of hands-on exercises that simulate real-world computer/networking infrastructures.
Prerequisite(s): NETW241

NETW440 Network Design and Management **3 CR**
 This course will explore industry best practices for the design and management of network infrastructures. Design topics will include: designing the network topology, IP addressing schemes, selecting network devices, security design strategies, documentation and software tools. Management topics will include: FCAPS, SNMP, RMON, and software/hardware tools. Lab work is designed to simulate real-world networking.
Prerequisite(s): NETW152, NETW217, and NETW241

NETW490 Networking Internship **3 CR**
Contact Regional Internship Manager at least two semesters prior to enrolling.
 This bachelor-level Networking Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]
Prerequisite(s): Junior status; NETW151 or NETW220 and either NETW235, NETW241 or NETW253; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

Nursing (NURS)

Registration for any NURS prefixed course requires acceptance to the corresponding nursing program.

* All component co-requisites must be repeated if a failing grade is received in any one of them. The lecture, lab (L) and clinical (C) components of each NURS course must be successfully completed during the same semester. A grade of B- or better is required for successful completion for all NURS courses.

NURS101 Foundations of Nursing and Critical Thinking **3 CR**
 Nursing is an evidenced based profession focused on the community welfare on an individual basis. The Foundations of Nursing and Critical Thinking course looks at nursing as an art and a science with the primary goal being the promotion of the quality of life throughout the life cycle as it relates to the individual. This course is designed on theoretical bases and strategies for adaptation through health promotion. The student will learn to utilize critical thinking skills in the application of nursing theory to the practice of professional nursing and to the nursing process. Introductory content covers such topics as the health care system, communication, nursing processes, client teaching, documentation, and discharge planning. Topics such as HIPAA, communicable diseases, pain management, and bioterrorism are also discussed. In this course the student will be introduced to the Nursing Process format with an emphasis on the nurse's role in providing competent client care. Nursing Outcomes

Classification (NOC) and Nursing Interventions Classification (NIC) are identified in each Nursing Care Plan. Other critical thinking skills are also introduced, including Concept Mapping of client care, critical thinking case study scenarios, test taking skills, an introduction to APA format, and skillful reasoning as a guide to nursing action and sound basic decision making. This course will assist the learner in developing the intellectual capacities and skills to become disciplined, self-directed, critical thinkers within the context of learning basic nursing content. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS101 and NURS101C

NURS101C Foundations of Nursing and Critical Thinking Clinical **2 CR**
 This course introduces basic knowledge, skills, and critical thinking concepts necessary for delivery of bedside nursing. The student will begin to apply the nursing process through patient care experiences. The clinical learning objectives focus on meeting the basic needs of the geriatric and chronically ill person. Historical nursing perspectives, legal and ethical standards for nursing practice will also be explored. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS101C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS101 and NURS101C

NURS110 Nursing Transitions **4 CR**

NURS110L Nursing Transitions Lab **1 CR**
(2 contact hours)
 These courses are designed to validate prior learning achieved. The courses expand on knowledge and skills obtained previously in the health-care setting; achieved as a military LPN, paramedic or any other exceptionally trained medic, as well as education courses. The nursing process is introduced and used as an approach to nursing care, with emphasis on the basic human needs. The nursing process relates to basic health care needs of the patient along with management, leadership, and developing critical thinking skills. The roles of the nurse as provider of care, communicator, teacher, manager and member of the health profession are introduced and provide the framework for clinical application and evaluation. *Note:* A grade of B- or better is required to pass both courses successfully. Additional course fee(s) apply.[‡]

NURS125 Pharmacology I **2 CR**
 This course provides drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]
Co-requisite(s): NURS101 and NURS101C
Prerequisite(s): BIOL221, BIOL221L, CHEM150 and CHEM150L for BSN-PL students only.

NURS126 Pharmacology II **2 CR**
 This course provides additional drug therapy foundations for the delivery of safe patient care. Emphasis will be placed on the nursing management of drug therapy, the basics of core drug knowledge and patient related variables in drug administration. Additionally, the nursing management of drugs affecting various body systems, disease states, and other health conditions will be considered. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]
Prerequisite(s): BIOL211, BIOL211L, NURS101, NURS101C, NURS125, for BSN-PL students only

NURS135 Nutrition in Nursing 2 CR

This course is designed to introduce the nursing student to the fundamentals of nutrition. Integration of the nursing process will be achieved through case studies and care plans designed for the adult client with nutritional health needs. This course will define the role of nutrients in the human body, as well as family and community nutrition. A strong emphasis will be placed on clinical nutrition in the acute care setting. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Recommended Co-requisite(s): NURS101 and NURS101C are recommended for BSN-PL students only.

Prerequisite(s): BIOL115 or BIOL221 and BIOL221L

NURS144 Nursing of Adults 4 CR

This course covers the normal aging processes, characteristics of aging, special problems associated with aging, and caring for the aging adult. This course also focuses on the health and illness of clients with emotional and psychosocial difficulties and psychiatric illnesses. Emphasis is placed on the importance of the nurse-patient relationship and the therapeutic use of self in the clinical setting through verbal and written communication, and one-on-one interactions in the role of the Licensed Practical Nurse (LPN). Additional emphasis is placed on the LPN's role in interdisciplinary treatment planning, utilization of the nursing process, and the impact of culture in the care of the aging adult and in mental health illnesses. *Note:* A grade of B- or better is required to pass this course. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS144 and NURS144C

Co-requisite(s): NURS135

Prerequisite(s): NURS101 and NURS101C

NURS144C Nursing of Adults Clinical 4 CR

This course focuses on acute nursing care of adult clients with common, less complex medical or surgical health needs. The student will utilize the nursing process to develop critical thinking skills to implement a holistic plan of care to a diverse population with various medical or surgical abnormalities in a structured setting. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS144C requires 180 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS144 and NURS144C

Co-requisite(s): NURS135

Prerequisite(s): NURS101 and NURS101C

NURS165 Maternal and Child Nursing 2 CR

This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS165 and NURS165C

Prerequisite(s): NURS144 and NURS144C

NURS165C Maternal and Child Nursing Clinical 1 CR

This course focuses on the psychological and physiological changes occurring in the childbearing client/family as well as normal growth and development in children. The student will be able to explain normal changes in the pregnant woman as well as describing common, well-defined childhood illnesses. Using the nursing process the student will be able to care for a diverse childbearing client population in the acute setting and a diverse pediatric client population in a well-child community setting. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS165C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS165 and NURS165C

Prerequisite(s): NURS144 and NURS144C

NURS175 Geriatrics and Mental Health 3 CR

This course covers the normal aging processes, characteristics of aging, special problems associated with aging, and caring for the aging adult. This course also focuses on the health and illness of clients with emotional and psychosocial difficulties and psychiatric illnesses. Emphasis is placed on the importance of the nurse-patient relationship and the therapeutic use of self in the clinical setting through verbal and written communication, and one-on-one interactions in the role of the Licensed Practical Nurse (LPN). Additional emphasis is placed on the LPN's role in interdisciplinary treatment planning, utilization of the nursing process, and the impact of culture in the care of the aging adult and in mental health illnesses. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Co-requisite(s): PSYC101

Prerequisite(s): NURS144 and NURS144C

NURS195 Practical Nurse Leader and Manager 3 CR

This course will provide leadership and management processes for the Licensed Practical Nurse (LPN) to apply with the current health care industry. Students will explore how culture, delegation, ethics and law, and the process of change, assists to build a team of health care providers within the scope of the LPN practice. This course will focus on management theory; stressing effective communication and conflict resolution skills with staff, clients, families and physicians.

Note: A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): Course to be completed in the final semester of the Practical Nursing Diploma program.

NURS250 Nursing Care of Adults I 4 CR

This course focuses on the development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults will be addressed. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be explored. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for client and family within the practice of the professional nurse. The student will utilize therapeutic communication techniques with clients, families, and all members of the health care team. Current ethical and legal implications for the nursing profession will be included. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS250, NURS250L and NURS250C

Prerequisite(s): BIOL222, BIOL222L, BIOL312, NURS126, NURS317, NURS317L, NURS325 and NURS325C

**NURS250L Nursing Care of Adults I Lab 1 CR
(2 contact hours)**

The student will use the nursing process and critical thinking skills to develop basic medical surgical skills with demonstration and practical application in the nursing simulation lab. These skills include hands-on patient care techniques, communication, and health assessments as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. *Note:* NURS250L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS250, NURS250L and NURS250C

Prerequisite(s): BIOL222, BIOL222L, BIOL312, NURS126, NURS317, NURS317L, NURS325 and NURS325C

NURS250C Nursing Care of Adults I Clinical 3 CR

The student will use the nursing process and critical thinking skills to develop a holistic plan of care for a diverse adult population with various medical or surgical abnormalities in structured settings. Clinical practice experiences are provided in both outpatient and acute care settings and will focus on knowledge and skills necessary for the competent and compassionate care of adults within the context of their families and community. Opportunities to apply theoretical concepts are offered through faculty guided on and off campus experiences in acute care facilities. This course begins to

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

prepare the nursing student to be an effective practitioner of care of the adult patient. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS250C requires 135 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS250, NURS250L and NURS250C
Prerequisite(s): BIOL222, BIOL222L, BIOL312, NURS126, NURS317, NURS317L, NURS325 and NURS325C

NURS302L ACLS Certification Exam Preparation 1 CR

This course provides preparation for the Advanced Cardiac Life Support (ACLS) certification exam. ACLS is well recognized by the health care community as a certification recommended for work in higher level acute care settings. *Note:* This class is graded on a Pass/Fail basis. Additional course fee(s) apply.[‡]

Prerequisite(s): Successful completion of 2nd year BSN Pre-licensure program or current EMT-P or RN license.

NURS315 Health Promotion and Education 3 CR

This course will introduce theories of teaching and learning as well as a model for health promotion. The fundamentals of developing strategies to assess, plan, implement, and evaluate teaching plans will be emphasized. Concepts of health promotion and disease prevention for vulnerable populations will be integrated in teaching plans. *Note:* A grade of B- or better is required to pass this course successfully.

NURS317 Health Assessment in Nursing 3 CR

This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The course emphasizes a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. The student will gain an advanced level of competency in health assessment to function in the role of a professional nurse. This course will lay the foundation of advanced assessment skills to enable the student to consider graduate studies in nursing science. *Note:* A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS317 and NURS317L
Prerequisite(s): BIOL221, BIOL221L, NURS101 and NURS101C

NURS317L Health Assessment in Nursing Lab 1 CR *(2 contact hours)*

This course prepares the undergraduate nursing student to collect data and perform a complete and thorough client assessment, including history and physical examination. The course emphasis is a holistic approach to assessment. The focus of the four domains of man's physical, psychological, spiritual, and cultural needs throughout the lifespan are presented. *Note:* This course requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS317 and NURS317L
Prerequisite(s): BIOL221, BIOL221L, NURS101 and NURS101C

NURS317Y Health Assessment in Nursing 4 CR *BSN Completion students only.*

This course is the combination of the NURS317 lecture and lab classes. This class is NOT for Pre-licensure BSN students. Additional course fee(s) apply.[‡]

NURS325 Mental Health Nursing Across the Lifespan 3 CR

This course focuses on the psychopathology and nursing interventions relative to primary mental health diseases/disorders across the life span. The course is patient-centered and delves into the health and illness of clients who have serious and persistent emotional and psychosocial difficulties and psychiatric illnesses. The course emphasizes development of the students' decisional capabilities, self-awareness and professional behaviors as they utilize theory and research from nursing, psychology and related disciplines for the provision of nursing care to individuals, families and groups

suffering from acute and chronic mental illnesses. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS325 and NURS325C

Prerequisite(s): NURS101 and NURS101C

NURS325C Mental Health Nursing Clinical 1 CR

In this clinical experience, students learn during experiences in mental health acute care settings and arranged community settings to meet the needs of clients with challenged emotional and/or cognitive abilities that impair their day-to-day functioning. Therapeutic communication, psychopharmacological therapy, and client teaching are emphasized as each disorder is discussed within the framework of nursing assessment, diagnosis, outcome setting, intervention, and evaluation. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F.

NURS325C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS325 and NURS325C

Prerequisite(s): NURS101 and NURS101C

NURS334 Nursing Care of Adults II 4 CR

This course focuses on the additional development of theoretical knowledge and clinical skills involved in nursing care of the adult patient. Concepts which address prevention, health promotion, disease management, and therapeutic interventions for adults will be continued. Health issues and disease processes commonly experienced by individuals and their families in the adult years will be examined. Emphasis will be placed on the teaching-learning process to promote a state of wellness and also end of life care for the client and family within the practice of the professional nurse.

The student will continue to utilize therapeutic communication techniques with clients, families, and all members of the health care team. Additional ethical and legal implications for the nursing profession will be included. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

NURS334L Nursing Care of Adults II Lab 1 CR *(2 contact hours)*

The student will continue to use the nursing process and critical thinking skills to develop medical and surgical nursing skills with demonstration and practical application in the nursing simulation lab. These skills include additional hands-on patient care techniques, communication, and health assessment as applied in clinical practice situations in the process of providing care to adults in a nursing simulation setting. *Note:* NURS334L requires 2 hours of skills lab each week. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

NURS334C Nursing Care of Adults II Clinical 4 CR

The student will continue to use the nursing process and critical thinking skills to develop a holistic plan of care for a diverse adult population with various medical or surgical abnormalities in structured settings. Clinical practice experiences will continue to be provided in both outpatient and acute care settings and will focus on knowledge and skills necessary for the competent and compassionate care of adults within the context of their families and community. Additional opportunities to apply theoretical concepts are offered through faculty guided on and off campus experiences in acute care facilities. This course continues to prepare the nursing student to be an effective practitioner of care of the adult patient. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS334C requires 180 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS334, NURS334L and NURS334C

Prerequisite(s): NURS250, NURS250L and NURS250C

NURS355 Nursing of Childbearing Family 4 CR

This course identifies the role of the nurse in caring for the maternity client and family. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate's health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. *Note:* A grade of B- or better is required to complete this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS355 and NURS355C

Co-requisite(s): NURS370L

Prerequisite(s): NURS334, NURS334L and NURS334C

NURS355C Nursing of Childbearing Family Clinical 2 CR

This course identifies the role of the nurse in caring for the maternity client and family. It will highlight the role of the nurse in care of the family unit. Emphasis will be placed on critical thinking, along with the theoretical content relevant to the mother and neonate's health care needs. Family planning, well woman health, preparing for pregnancy, fetal development from conception to birth, and both the physiological and psychological processes of pregnancy, labor, delivery, and postpartum care will be areas of focus. Clinical experiences will take place in a variety of care settings, including acute care settings. The student will use the nursing process in the care of the high- and low-risk maternity client and neonate. Students will apply critical thinking skills and therapeutic communication techniques in supportive nursing interventions for the childbearing woman and her family. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS355C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS355 and NURS355C

Co-requisite(s): NURS370L

Prerequisite(s): NURS334, NURS334L and NURS334C

NURS370 Nursing Care of Children 4 CR

This course identifies the role of the nurse in caring for the developing child from birth through adolescence. Theories and principles of growth and development are discussed in relation to issues along the illness/wellness continuum. Students will apply critical thinking skills and therapeutic communication techniques in preventative and/or supportive nursing interventions for children at risk and experiencing illness. The nursing process is used to examine conditions and describing the role of the nurse in caring for the child and family. Theories of growth and development will be incorporated in developing appropriate anticipatory plans of care for children and families with complex needs. Methods of providing holistic care to the child and family with an emphasis on health promotion, maintenance, restoration or support of death with dignity are discussed. *Note:* A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS370, NURS370L and NURS370C

Prerequisite(s): NURS334, NURS334L and NURS334C

**NURS370L Nursing Care of Children Lab 1 CR
(2 contact hours)**

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process and critical thinking skills to develop and demonstrate practical application of care of the family unit in the laboratory setting. These skills include hands-on patient care techniques, communication, and health assessment as applied in clinical practice situations in the process of providing care of families. *Note:* NURS370L requires two hours of skills lab each week. A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS370, NURS370L and NURS370C

Prerequisite(s): NURS334, NURS334L and NURS334C

NURS370C Nursing Care of Children Clinical 2 CR

This course will allow the student to apply concepts learned in the classroom to the care of the maternal/family unit including the birth process through adolescence. The student will use the nursing process to develop holistic plans of care and critical thinking skills to demonstrate application of care of the family unit in the clinical setting. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS370C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

***Component Co-requisite(s):** NURS370, NURS370L and NURS370C

Prerequisite(s): NURS334, NURS334L and NURS334C

NURS415 Evidence Based Nursing Practice 2 CR

This course will provide information on the theoretical and analytic processes to improve decision-making about the delivery of nursing care to patients or populations. Topics included will be producing, compiling and assessing evidence, use of clinical pathways and guidelines, clinical trials, decision analysis, and outcomes research. The development of a change in nursing practice and strategy for implementing it based upon an evidence based approach will be formulated. *Note:* A grade of B- or better is required to pass this course successfully.

Prerequisite(s): STAT219

NURS420 Community Health Nursing 2 CR

BSN Completion/Concurrent students only.

This course will provide the undergraduate student with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families and communities, with an emphasis on prevention at all levels. The Roy conceptual model of nursing provides the framework for the care of the client as an adaptive community. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. *Note:* A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS420 and NURS420C

Prerequisite(s): NURS315

NURS420C Community Health Nursing Clinical 2 CR

BSN Completion/Concurrent students only.

This course will provide the student with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families and communities, with an emphasis on prevention at all levels. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS420C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS420 and NURS420C

Prerequisite(s): NURS315

**NURS420Y Community Health Nursing
Lecture/Clinical 4 CR**

This course will provide the undergraduate student with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families and communities, with an emphasis on prevention at all levels. The Roy conceptual model of nursing provides the framework for the care of the client as an adaptive community. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. NURS420Y is offered online in a ten week format and requires 90 hours of clinical for the semester. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]

Prerequisite(s): NURS315

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

NURS421 Nurse Manager and Leader **2 CR**
BSN Completion/Concurrent students only.
 This course will focus on the management and leadership roles of the baccalaureate nurse. The student will utilize decision-making tools of management and leadership to guide a multidisciplinary team through complex and evolving health care situations. *Note:* A grade of B- or better is required to pass this course successfully.
***Component Co-requisite(s):** NURS421 and NURS421C

NURS421C Nurse Manager and Leader Clinical **1 CR**
BSN Completion/Concurrent students only.
 This course will focus on the management and leadership roles of the baccalaureate nurse. The student will utilize decision-making tools of management and leadership to guide a multidisciplinary team through complex and evolving health care situations. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS421C requires 45 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.
***Component Co-requisite(s):** NURS421 and NURS421C

NURS421Y Nurse Manager and Leader Lecture/Clinical **3 CR**
 This course will focus on the management and leadership roles of the baccalaureate nurse. The student will utilize decision-making tools of management and leadership to guide a multidisciplinary team through complex and evolving health care situations. *Note:* A grade of B- or better is required to pass this course successfully.

NURS427 Community Health Nursing (PL) **3 CR**
 This course provides didactic learning experiences for students in selected principles of community health, public health and family health nursing. Students employ basic epidemiology principles and data collection strategies. The student will apply the nursing process to care for individuals, families, communities, and aggregates. Emphasis will be on nursing history, wellness and promotion as well as primary, secondary, and tertiary prevention. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. *Note:* A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]
***Component Co-requisite(s):** NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS427C Community Health Nursing Clinical (PL) **2 CR**
 This course provides the student with a basic foundation for the practice of community health nursing. The student will apply the nursing process to the care of individuals, families, and communities, with an emphasis on prevention at all levels. The student will also be introduced to multiple roles of the community health nurse in a variety of settings and application to a collaborative health care model. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS427C requires 90 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully.
***Component Co-requisite(s):** NURS427 and NURS427C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS433 Nurse Manager and Leader (PL) **2 CR**
 This course examines the leadership process in nursing. The student studies the effects of leadership theory in the management of people and tasks within the health care environment, demonstrating the relationship between nursing leadership and healthcare and patient advocacy. Emphasis is placed on teaching and learning that stresses interpersonal communication as an essential component of nursing and leadership. Students will identify dominant and emerging leadership styles, fostering enhanced leadership capacity. An exploration of management theories and principles and their

application to nursing practice is presented. *Note:* A grade of B- or better is required to pass this course successfully.

***Component Co-requisite(s):** NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS433C Nurse Manager and Leader Clinical (PL) **3 CR**
 Student development in the roles of problem-solver, change agent, and leader is emphasized through an extensive clinical experience with the student working with a preceptor in an acute care setting. This course examines the leadership process in nursing. The student studies the effects of leadership theory in the management of people and tasks within the health care environment, demonstrating the relationship between nursing leadership and healthcare and patient advocacy. Emphasis is placed on teaching and learning that stresses interpersonal communication as an essential component of nursing and leadership. Student will identify dominant and emerging leadership styles, fostering enhanced leadership capacity. An exploration of management theories and principles and their application to nursing practice is presented. *Note:* Any unexcused non-attendance or dismissal from a clinical experience will result in a grade of F. NURS433C requires 135 hours of clinical for the semester. A grade of B- or better is required to pass this course successfully. Additional course fee(s) apply.[‡]
***Component Co-requisite(s):** NURS433 and NURS433C
Prerequisite(s): NURS355, NURS355C, NURS370, NURS370L and NURS370C

NURS496 Senior Nursing Seminar **2 CR**
 This course focuses on current issues in the health care industry that impact the professional nurse in the 21st century. Topics will include: licensure and certification, current political issues, delivery of patient care in a cost controlled environment, compliance with the Health Information Portability & Accountability Act, the role of the advanced practice nurse, and collaborative practice. *Note:* A grade of B- or better is required to pass this course successfully. **NURS496O** will be offered for BSN Completion and Concurrent partnership students only. The O suffix designates a course offering in which the ATI exam requirement for BSN-PL students will not be included. Additional course fee(s) apply for in-seat sections only.[‡]

Physics (PHYS)

- All PHYS prefixed courses required for the BS Biological Sciences degree program require a C or better grade for successful completion.

Physics lab classes require 2 hours of contact time for 1 credit hour.

PHYS100 Applied Physics **2 CR**
 This course introduces the basic physical principles relating to particle motion, transfer of energy, energy fields and waves, rotational motion, thermodynamics, electromagnetism, material properties, and relativity. Students will apply these principles to physical systems in the virtual or physical laboratory setting. Additional course fee(s) apply for online sections only.[‡]
Co-requisite(s): PHYS100L
Prerequisite(s): MATH120 or MATH125

PHYS100L Applied Physics Lab **1 CR**
(2 contact hours)
 This course introduces the basic physical principles relating to particle motion, transfer of energy, energy fields and waves, rotational motion, thermodynamics, electromagnetism, material properties, and relativity. Students will apply these principles to physical systems in the virtual or physical laboratory setting. Additional course fee(s) apply.[‡]
Co-requisite(s): PHYS100
Prerequisite(s): MATH120 or MATH125

PHYS210 Fundamentals of Physics I 3 CR

This course introduces the fundamental mechanics of physics. The physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be discussed. Methods for quantitative and qualitative analyses of physical properties will be introduced. This course is the first in a two-course sequence introducing students to the fundamentals of physics. Additional course fee(s) apply for online sections only.[‡]

Co-requisite(s): PHYS210L

Prerequisite(s): MATH150

PHYS210L Fundamentals of Physics I Lab 1 CR

(2 contact hours)

This laboratory course introduces the fundamental mechanics of physics through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of motion, matter, phases, thermodynamics, heat, vibrations and sound will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be introduced. This laboratory course is the first in a two-course laboratory sequence introducing students to the fundamentals of physics. Additional course fee(s) apply.[‡]

Co-requisite(s): PHYS210

Prerequisite(s): MATH150

PHYS220 Fundamentals of Physics II 3 CR

This course is the second in a two-course sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics I. The physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be discussed.

Co-requisite(s): PHYS220L

Prerequisite(s): PHYS210 and PHYS210L

PHYS220L Fundamentals of Physics II Lab 1 CR

(2 contact hours)

This laboratory course is the second in a two-course laboratory sequence introducing students to the fundamentals of physics. This course builds on the knowledge learned in Fundamentals of Physics Laboratory I through hands-on and/or virtual laboratory experiments. Experiments involving physical properties of electricity, magnetism, optics, relativity, and nuclear physics will be done. Methods, including the scientific method, for quantitative and qualitative analyses of physical properties will be used. Additional course fee(s) apply.[‡]

Co-requisite(s): PHYS220

Prerequisite(s): PHYS210 and PHYS210L

Political Science (POLS)

POLS111 American Government 3 CR

This course introduces students to American politics, the political process, and the evolution of American government at the national, state, and local levels. Students will explore national and state constitutions, civil rights, citizenship, suffrage, public opinion, political parties, and the electoral system. Students also evaluate the relationship between the individual and the government in the United States.

Prerequisite(s): ENGL109

POLS230 Comparative Politics 3 CR

This course introduces students to comparative study of the domestic politics of nations throughout the world. Students explore the development of the modern state, the structures of political institutions in diverse nations, and the nature of political power. Students also examine the concepts of nationalism, nation-building, political change, and the political culture of various nations. Other topics for study include the nature of democracy, planned economies and market economies, the politics of the developing world, and international relations. Specific countries and their governments will be compared to provide students the means to evaluate different types of political systems.

Prerequisite(s): ENGL109

POLS385 Political Science Special Topics 3 CR

This course explores political phenomena in various socio/political contexts. Students learn in depth the significance and implications of political ideologies and the impact of political events on the present and future.

Prerequisite(s): ENGL109

Prior Learning Assessment (PLAA)

PLAA150 Prior Learning Assessment Portfolio Development 1-3 CR

This course is designed to prepare students to apply for a Prior Learning Assessment (PLA). Students will learn to describe, reflect, analyze, and document their prior learning from work and life experience to learn to develop portfolios that could be used to substantiate a PLA request for college credit toward their degree. The ability to research and obtain documentation of prior learning experiences, as well as revise the portfolio through a process-based writing approach, will be emphasized as essential for completion of the course. However, successful completion of the course does not automatically guarantee the awarding of credit for courses included in the portfolios as all completed portfolios will be evaluated for possible credit by content-expert faculty in the student's degree program. Course is repeatable for a maximum of 3 credits.

Prerequisite(s): ENGL109 or English Department Chair approval required; approval of Director of Experiential Learning required.

Professional Excellence (PROX)

PROX190 International Field Experience 1 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

Field education provides international students at Davenport University with guided learning experiences in their chosen field of study outside the classroom. Field education is designed to help international students to gain a practical understanding about American work ethics, professional standards, and ways of doing business in an interdependent global market. Through field education, students practice academic skills and prepare for professional careers. In addition to 5 hours of class time, students will work for a minimum of 45 hours in a business, non-profit, or government setting in projects proposed and designed by the student in collaboration with the worksite supervisor under the guidance and supervision of an assigned instructor. To enroll in this course, students must have international student status at Davenport University, have completed one academic year of collegiate study, have maintained university academic standards of progress, and have the work site pre-approved by the International Office. *Note:* Course is repeatable 3 times for a maximum of 3 credits and is graded on a Pass/Fail basis. Additional course fee(s) apply.[‡]

Prerequisite(s): International student on F1 status, must have a minimum 2.5 or better cumulative GPA, completed a minimum of 24 hours of college level work and approval of Curricular Practical Training (CPP).

PROX191 Service Learning Experience 1 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 5 hours of class work, students perform a minimum of 45 hours of service. Additional course fee(s) apply.[‡]

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

PROX192 Service Learning Experience 2 CR *Contact Regional Internship Manager at least two semesters prior to enrolling.*

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 10 hours of class work, students perform a minimum of 90 hours of service. Additional course fee(s) apply.[‡]

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

PROX193 Service Learning Experience 3 CR *Contact Regional Internship Manager at least two semesters prior to enrolling.*

This course introduces students to service-learning as an approach to experiential education which promotes active and engaged citizenship, integrates and applies academic knowledge and skills to address community specified needs, and provides knowledge of effective practices in community organizations. Students participate in meaningful civic service experiences in partnership with community non-profit or governmental organizations and meet in a structured class setting to read, write, think, and discuss their experiences as well as concepts of civic engagement. Through this process, students recognize the reciprocal benefits of academic service to the community and their own professional development, demonstrate cultural competency, develop a long-term plan for service, and enact positive change in their community. In addition to 15 hours of class work, students perform a minimum of 135 hours of service. Additional course fee(s) apply.[‡]

Prerequisite(s): Student must have a minimum 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

Public Safety and Security Management (PSMG)

PSMG250 Investigative Techniques and Procedures 3 CR
This course provides an overview of the principles, methods and techniques used for conducting a criminal or civil investigation. The legal framework for investigation, including coverage of evidentiary rules and ethical issues are examined. Interviewing techniques are also explored with emphasis on the ethical and legal issues associated with conducting the interviews. Practical application techniques are reinforced using case studies and hands-on exercises.
Prerequisite(s): LEGL211

Psychology (PSYC)

PSYC101 Introductory Psychology 3 CR
This course provides an overview of psychological principles. Students learn basic theories and concepts to understand the dynamics of human behavior in a variety of settings.

PSYC113 Stress Management for Life 3 CR
This course explores various techniques used to manage stress and promote personal health throughout life. Students will develop career skills useful for assisting health care clients in reducing stress. Various techniques that can be used in life to promote a sense of inner control and balance will also be provided.

PSYC127 Healthy Living 3 CR
This course explores the most recent, scientifically-based personal health information relevant to the entire lifespan. Students critically review health information from various sources and gain skill in analyzing their own health-related behaviors and attitudes. In the process, students learn strategies, techniques, and behaviors to optimize their own well-being and the well-being of their families.

PSYC201 Abnormal Psychology 3 CR
This course will provide an overview of abnormal behavior and psychological disorders. Research methods used in the field of abnormal behavior will be identified and relevant research findings will be compared. A variety of perspectives including biological, environmental, psychological and socio-cultural influences on the development of mental health disorders will be examined. The definition, classification and treatment of a variety of psychological disorders will also be explored. Legal considerations surrounding mental disorders and the mental health field will be addressed.
Prerequisite(s): PSYC101

PSYC240 Sport Psychology 3 CR
This interactive Sport Psychology course introduces students to psychological concepts pertinent to performance in competitive sports and physical activity. Variables affecting stress, motivation, goal setting, leadership, and imagery are among the concepts examined. Individual personality style as it relates to athletic competition, exercise, and the career world is also covered.
Prerequisite(s): ENGL109

PSYC270 Dimensions of Aging 3 CR
This course provides the basic knowledge in gerontological psychology and issues that concern the aging population. Students will discuss physical and mental issues of the aged. Other concerns of the aged, including social, financial, and support systems, will be identified.
Prerequisite(s): ENGL109

PSYC303 Psychosocial Health Concerns 3 CR
This course provides an introduction to the psychosocial growth and development of the human being through life. Students will explore the interaction of the psychological and physiological growth and the particular health concerns that impact each stage of development. Students will be expected to develop the ability to formulate plans that assist in the resolution of health care problems that are impacted by psychosocial development.
Prerequisite(s): ENGL109

PSYC385 Psychology Special Topics 3 CR
This course explores psychological phenomena in various psycho/social contexts. Students learn in-depth the significance and implications of theories and applications, along with their impact on emotions, behavior, and thinking.
Prerequisite(s): ENGL109

Risk Management and Insurance (RMGI)

RMGI221 Risk Management and Insurance Analysis 3 CR

This course introduces the principles of risk management, risk mitigation and insurance processes. Students will focus on developing awareness of the challenges, the tools, and the process of designing and implementing a risk management program, including, but not limited to, utilizing insurance as a form of risk management. The course also explores how big data and data analytics provide key insights to risk management.

Recommended Co-requisite(s): MATH120 or MATH125, and MGMT211

RMGI420 Insurance Company Operations and Regulations 3 CR

This course examines the core functional competencies of an insurance company and the interdependencies of those functions, including actuarial, claims, finance, reinsurance, and underwriting. Other topics include insurance regulation, the global insurance market, and the strategic management of an insurance company. Content in this course aligns with preparation for the national examination administered by American Institutes for Chartered Property Causality Underwriters (CPCU).

Prerequisite(s): FINC211, RMGI221, and STAT220

RMGI454 Risk Analysis and Forecasting 3 CR

This course examines the process of risk management, including the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of loss forecasting and cash flow analysis to make a decision. An overview of the evolution of an international exposure will also be examined. This course will incorporate the use of case studies and a risk management simulation "game" exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.

Prerequisite(s): FINC211, RMGI221, and STAT220

RMGI455 Assessment and Treatment of Risk 3 CR

Students learn to effectively assess and treat organizational risks, including supply chain, cyber, social media, climate change, reputation, and regulatory risks. The course will focus on root cause analysis of production and process risks with the goal of business continuity management. A broad range of organizational risk, including intellectual property, reputation risk, management liability and human resource risk will be explored. Content in this course aligns with preparation for the national examination administered by American Institutes for Chartered Property Causality Underwriters (CPCU).

Prerequisite(s): RMGI454

RMGI456 Risk Financing 3 CR

This course examines the development and implementation strategies of retention, transfer and hybrid risk financing techniques. Students will focus on evaluating loss forecasting techniques and alternative risk transfer (ART) programs. Content in this course aligns with preparation for the national examination administered by American Institutes for Chartered Property Causality Underwriters (CPCU).

Prerequisite(s): FINC211, RMGI221, and STAT220

RMGI457 Managing Enterprise Risk 3 CR

Students will examine enterprise risk management (ERM) as a key component of strategic planning, governance and process management. This course highlights internal control and compliance as framework for organizational success. Risk modeling tools and big data concepts will also be examined. Content in this course aligns with preparation for the national examination administered by American Institutes for Chartered Property Causality Underwriters (CPCU).

Prerequisite(s): FINC211, RMGI221, and STAT220

RMGI490 Risk Management and Insurance Internship 3 CR

Contact Regional Internship Manager at least two semesters prior to enrolling.

This bachelor-level risk management and insurance internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment experience should be related as closely as possible to the student's major field and individual interest. In general, 150–200 hours of career-related work time shall be required at the employment site and evidenced by weekly reports filed by the student. Students will be given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the internship site. Additional course fee(s) apply.[‡]

Prerequisite(s): RMGI221, junior status; all Foundations of Business courses completed; a minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

Social Sciences (SOSC)

SOSC201 Diversity in Society 3 CR

This course introduces students to the complex issues surrounding diversity in U.S. society and to the need for understanding difference in an increasingly globalized world. Students will explore the social-historical context of multiple experiences on individual, cultural and institutional levels. They will analyze the complex interactions regarding diversity in organizations. Students will also evaluate their own thoughts, attitudes, and behaviors in order to understand their roles in a diverse society.

SOSC238 Risk and Resilience in the Family 3 CR

This course will provide students with a basic understanding of child and family development and the complex nature of family risk and resilience. Students will examine current public policies and safety net programs, particularly in the areas of child protection and strengthening families. Using relevant models, students will identify and apply appropriate strategies and assessments to increase personal and family resilience.

Prerequisite(s): ENGL109

SOSC241 World Regional Geography 3 CR

This course teaches concepts and principles of world geography with particular emphasis on regions and places. Students learn the necessary geographic foundations to build an informed view of global current events. Students also learn to identify places and regions and understand the relationship of physical systems, human systems, and spatial patterns. Politics, economics, development, and war are explored in the global context, with specific examples. Students will study both the physical and cultural characteristics of the world as they develop insights into the relationship between environment and culture. Students learn to use maps that display and analyze data from the principle regions of the world.

SOSC301 Globalization and World Diversity 3 CR

This course introduces students to socioeconomic, political and cultural dimensions of globalization. While employing an interdisciplinary approach, students explore the aspects and driving forces of globalization. Students analyze how macro globalization processes that transcend national boundaries, such as democratization, human rights, global finance, terrorism, pandemics, and environmental changes, impact lives of individuals in various regions of the world. The students critically assess the current and future impacts of issues, payoffs, dangers, and paradoxes of people's choices about the global issues while emphasizing an institutional approach to resolving global problems.

Prerequisite(s): ENGL109 and SOSC201

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

SOSC381/382/383 International Social Science variable CR
 This course explores the social sciences in an international context. Students learn about the social sciences while studying in another country. Students reflect upon the rich history, traditions, and beliefs of their country of study. This course may be tailored regarding content, time, and credit offered in accordance with a student's international study and pending approval from the appropriate division chair.

Sociology (SOCY)

SOCY101 Introductory Sociology 3 CR
 This course provides an overview of sociological theory. Students learn sociological models of society; basic units of social life and social institutions; and fundamental social processes derived from sociological theory and perspectives. Students also evaluate the role of the individual in society.

SOCY385 Sociology Special Topics 3 CR
 This course explores sociological phenomena in various social contexts. Students learn in-depth the significance and implications of sociological theory and the impact of social forces upon groups.
Prerequisite(s): ENGL109

Spanish (SPAN)

SPAN111 Beginning Spanish I 3 CR
 This first semester Spanish course is an introduction to listening, speaking, reading and writing skills, and Spanish-speaking cultures. The course recognizes the practical importance of language with special emphasis on speaking skills. It assumes no previous knowledge of the language. Students learn basic vocabulary and language structure, and begin exploring diverse segments of Spanish-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.

SPAN121 Beginning Spanish II 3 CR
 This second semester Spanish course is a continuation of language skills and cultural understanding in SPAN111. The course recognizes the practical importance of language with special emphasis on speaking skills. Students expand their vocabulary, language structure, and continue examining diverse Spanish-speaking cultures.
Prerequisite(s): Completion of SPAN111 with a C or above.

SPAN211 Intermediate Spanish I 3 CR
 The third semester Spanish course is a continuation of language, skills and cultural understanding at an intermediate level. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and deepen their understanding of diverse Spanish-speaking cultures. *Note:* A grade of C or better is required to take the next course in the sequence.
Prerequisite(s): SPAN121

SPAN221 Intermediate Spanish II 3 CR
 The fourth semester Spanish course is a continuation of language skills and cultural understanding from SPAN211. The course recognizes the practical importance of language with special emphasis on speaking skills. Students continue to expand their vocabulary and language structure, and build a well-rounded view of diverse Spanish-speaking cultures.
Prerequisite(s): Completion of SPAN211 with a C or above

SPAN311 Spanish for the Professions 3 CR
 A course designed for students pursuing the language specialty. This course follows a language needs approach which consists of developing content based on the needs and interests of students and their prospective majors. Students will relate information studied in other subjects to their learning of foreign language. Concentration will be on preparing students with specific language and usage in relevant cultural contexts in their intended careers. Instruction will utilize target language.
Prerequisite(s): SPAN221

Sport Management (SPMG)

SPMG211 Sport Management Foundations 3 CR
 This foundation level course provides a broad overview of the various skills and functional responsibilities of sport managers. Within a framework of sport management practices, students examine supervisory skills, ethics and governance, human resources, labor relations, facilities, marketing, accounting and finance. Proper case analysis process is examined and applied through the discussion of various sport management case situations.
Co-requisite(s): ENGL110

SPMG275 Athletic Leadership and Coaching 3 CR
 Students examine and apply theories, principles and practices required of leaders in a sport environment. Special emphasis will be placed on motivation, organization, and team building within the confines of coaching a sport team.
Prerequisite(s): ENGL109 and HLTH211, MGMT211, or SPMG211

SPMG290 Sophomore Sport Management Internship 3 CR
Contact Regional Internship Manager at least two semesters prior to enrolling.
 This sophomore-level Sport Management Internship is intended to provide students interested in the field an introduction to the professional workplace through the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The internship must focus as closely as possible on the student's major field and individual interest and provide work appropriate to a student exploring entry to the professional environment of Sport Management. All employment site work must be evidenced by weekly reports filed by the student as well as completion of other academic requirements. Students should meet with Career Services at least 6 months in advance of the semester in which the internship will take place to begin the process. *Note:* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion. A criminal background check and drug screen may be required by the Internship site. Additional course fee(s) apply.[‡]
Prerequisite(s): Sophomore status; 9 credit hours or more in residency at Davenport University; 6 or more credit hours including SPMG211 and SPMK210; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

SPMG364 Sport Operations and Facilities Management 3 CR
 This course focuses on the fundamentals of operating a sport venue facility. Emphasis is placed on examining various quality management techniques and the development of performance measurements associated with venue and event operations. Project management skills are developed within the framework of sport venue and event planning, scheduling, and controlling. Operational topics are explored through both a qualitative and quantitative perspective.
Prerequisite(s): FINC211 and SPMG211

SPMG370 Sport Analytics 3 CR
Students will learn how to use historical data to predict trends or inform sport decisions. The class will cover the theory, development, and application of sport data and analytics for the purpose of outperforming opponents. Specific topics in analytics include sport organization management, ticket sales, in-game strategy, and sport fantasy league applications. This course is designed for students of all majors who have an interest in sport analytics.
Prerequisite(s): MGMT211 or SPMG211 and STAT220

SPMG385 Special Topics in Sport 3 CR
Course presents a range of topics in sport and may be conducted in an open forum discussion, field trips, or traditional class setting. Specific topics will vary by semester based on sport trends, current topics, faculty interests, and availability of guest lecturers with unique expertise. This course is designed for students in all majors and years of study needing an upper level business elective.

SPMG390 Junior Sport Management Internship 3 CR
Contact Regional Internship Manager at least two semesters prior to enrolling.
This bachelor-level Sport Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of sport business management. Sport Management majors must complete 150 hours on site for 3 credits or 300 hours for 6 credits as evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance.
Note (1): The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion. *Note (2):* Any unexcused non-attendance or dismissal from an internship will result in a grade of F. A criminal background check and drug screen may be required by the Internship site. A grade of C or better is required to pass this course. Additional course fee(s) apply.[‡]
Prerequisite(s): Achieved Junior status; Business Foundations completed; a minimum of 50% of major area course work completed; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3.

SPMG421 Sport Governance and Regulation 3 CR
This course examines the governance of professional and amateur sport activities by the various governing agencies. Students become familiar with the agencies, their authority, organizational structure, and functions. The role and influence of sports commissions and other governmental bodies on sport governance is also explored, along with the sanction and appeal processes utilized by the agencies.
Prerequisite(s): LEGL334

SPMG445 Global Sport Industry 3 CR
Students are introduced to the international dimensions of sport management. Governance with emphasis on the environmental dynamics of sport leagues and specific sporting systems is explored. Critical thinking skills are enhanced with the use of case situations and group discussions related to the organizational, social, and cultural differences of the global sports community.
Prerequisite(s): ENGL110 and SPMG211

SPMG495 Sport Management Planning Capstone 4 CR
This planning capstone course integrates the knowledge, skills and abilities acquired by students as they pursue the Sport Management degree, and applies them in development of a long-range business plan for a small- to medium-sized firm, or a division of a larger organization. As a capstone, course content will draw upon student understanding of operations, finance, accounting, human resources, management, marketing and other key corporate functions. Through creation of a business plan, students will demonstrate mastery of both strategic and tactical planning. Additional course fee(s) apply.[‡]
Prerequisite(s): SPMG390

Sport Marketing (SPMK)

SPMK210 Sport Marketing 3 CR
Students apply the fundamentals of marketing – target market, product, price, marketing channel, and marketing communication – to the sport industry. Students gain an understanding of sport as a product and its unique aspects.
Co-requisite(s): ENGL110

SPMK350 Sport Communication and Promotion 3 CR
In this course, students explore the use of communications, promotion and public relations to achieve sport marketing objectives. The focus is on building relationships and enhancing image perceptions among a wide variety of stakeholders, including community, industry, media journalism, customers and employees. Promotional techniques such as sport licensing, merchandising, sponsorships and endorsements will be examined in depth. Students plan an integrated sport communications campaign, incorporating traditional mass media, targeted electronic media and public relations (including the use of press releases), applying an understanding of ratings/shares to optimize media spending, and utilizing desktop publishing to create graphic communication concepts. Additional course fee(s) apply.[‡]
Prerequisite(s): ENGL311 and SPMK210

Statistics (STAT)

STAT219 Introduction to Biostatistics 3 CR
This course introduces students to foundational statistical methods common to the medical and health fields. Students will learn how to use the collection, analysis, presentation, and interpretation of data in the context of the health sciences. Analysis of real-world data sets will be performed using statistical software.
Prerequisite(s): MATH120 or MATH125

STAT220 Introduction to Statistics 3 CR
This is the basic statistics course in which students learn to collect, analyze, present and interpret data. Descriptive and inferential statistical methods are applied in problem-solving and decision-making situations. Analysis of large, real-world data sets will be performed using statistical software. Additional course fee(s) apply for online sections only.[‡]
Prerequisite(s): MATH120 or MATH125

STAT322 Inferential Statistics 3 CR
This course introduces students to the advanced methods of data analysis. Particular focus will be given to techniques commonly used in the decision-making processes of those in management and marketing research, as well as those pursuing other careers requiring the interpretation of statistics-based research. Analysis of large, real-world data sets will be performed using statistical software. Additional course fee(s) apply for online sections only.[‡]
Prerequisite(s): STAT219 or STAT220

Study Abroad (SABR)

SABR381 Study Abroad Experience 3 CR
Students experience living and studying in a foreign country, which enables them to learn about a different culture, geography, history, religion, economics and different business practices and ethics. It allows the students the opportunity to become acquainted with different cities and countries and the way they are governed, and offers them the opportunity to conduct comparative studies with the United States. Students explore differences and commonalities through participation in activities and structured observation of their surroundings while abroad.
Prerequisite(s): Acceptance to the Study Abroad Program.

[‡]For current course fees go to <https://my.davenport.edu/financial-aid/how-much-does-du-cost/tuition-and-fees>.

Supply Chain Management (SCMT)

SCMT320 Enterprise Management Systems: ERP (SAP) 3 CR

Students will utilize industry e-logistics tools that best manage all steps in the supply chain process. Emphasis will be on sourcing, procurement, sales inventory, production planning, distribution, and customer relations.

Recommended Prerequisite(s): CISP111

SCMT370 Procurement and Global Sourcing 3 CR

This course deepens the understanding of procurement and global sourcing and how it plays a critical role in the overall success of a firm and the continuity and efficiency of the supply chain. The students are enriched with the strategic nature of purchasing and gain the ability to demonstrate that it involves much more than simply buying goods and services. This course examines the various components of procurement with emphasis on the purchasing process, supplier selection and evaluation, supplier quality, global sourcing, cost management, negotiation and performance management and evaluation.

Prerequisite(s): MGMT357 and SCMT320

SCMT380 Inventory Control 3 CR

Students will explore methodologies for the forecasting of raw materials and goods. Focus of the course will be on purchasing cycles, warehousing requirements, and commodities planning to maximize access to materials/goods while minimizing inventory cost.

Prerequisite(s): MGMT357 and SCMT320

SCMT430 Intermodal Transportation 3 CR

Students will develop strategies for global and intercontinental shipping. These strategies include customs clearance and ocean and air freight operations. Emphasis is placed on working with customs' brokers, freight negotiations and contracts.

Prerequisite(s): MGMT357 and SCMT320

SCMT440 Warehousing Management Systems 3 CR

This course focuses on developing knowledge that leads to evaluation of effective warehousing and inventory management processes. Students will be working with an electronic Warehouse Management System to develop the skills needed to assess and recommend accurate storage and retrieval processes to effectively rotate stock, store hazardous materials, and interpret inventory metrics.

Prerequisite(s): MGMT357 and SCMT320

Technology (TECH)

TECH489 Field Experience in Technology 3 CR

This course provides students the opportunity to apply discipline-related knowledge through live, field-based projects with organizational clients from diverse industries and sectors, including entrepreneurs, small businesses, and non-profit organizations, among others. Teams of three to five students, with support of faculty, provide data, analysis, and recommendations designed to help clients achieve technological advances to solve organizational challenges and to impact growth. This qualifies as an Experiential Learning option within the College of Technology.

Prerequisite(s): Senior status; minimum cumulative GPA of 2.0 and minimum major GPA of 2.3

TECH497 College of Technology Capstone 3 CR

This is the capstone for the Bachelor of Applied Science Degree in the College of Technology. Competency of the program will be demonstrated through a project in which the student demonstrates proficiency in their specific major area of study. Students are strongly encouraged to attempt a certification exam relevant to their degree during this course. The estimated cost of an outside certification exam is \$125 - \$300.

Prerequisite(s): Last semester; major courses complete or taken concurrently and GPMT287.

Urban Education (UEDU)

UEDU191 Tutoring in Urban Schools 1-6 CR

This course prepares students to tutor multicultural students within urban schools, and is a good elective choice for those who might be interested in teaching. Special emphasis will be placed on active learning and understanding the youth experience in a multicultural environment. Successful completers will be able to collaborate with culturally responsive mentor teachers to learn how to effectively connect with students of various ethnic, racial, cultural and socioeconomic backgrounds. Students will gain real-world experience in developing tutoring lessons and working one-on-one with diverse learners. Strategies which utilize technology to facilitate student engagement in self-directed instruction will also be introduced. In addition to 15 hours of class work, students perform a minimum of 30 hours of service. Additional course fee(s) apply.[‡]

Prerequisite(s): Students must have a minimum of 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

UEDU192 Teacher Assistance 1-6 CR

In this elective course for students who may be interested in teaching, students will observe and begin to cultivate the necessary skills, approaches, and mindsets needed to become an effective multicultural educator. Special emphasis will be placed on active volunteering, observing, and interviewing educators serving in various roles within an urban school setting. Successful completers will gain practical experience assisting teachers and observe how they use culturally responsive teaching practices in a diverse classroom. Students will also observe how teachers utilize technology and various educational resources to foster academic success. In addition to 30 hours of class work, students perform a minimum of 60 hours of service. Additional course fee(s) apply.[‡]

Prerequisite(s): Students must have a minimum of 2.5 or better cumulative GPA and completed at least 24 hours of college level work.

UEDU330 Multicultural Teaching Practices 3 CR

This course is a good elective choice for those students interested in teaching. In this course students will learn about the historical evolution of multicultural education through exposure to key concepts as well as theoretical models from both research and practical perspectives. The impact of race, gender, second language acquisition, poverty, class and religion on teaching and learning will be examined. Students will learn strategies and tools that incorporate knowledge of culture in the development of effective classroom management and teaching practices.

Prerequisite(s): ENGL110 and SOS201

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Notes

Campus Locations

W.A. Lettinga Campus

6191 Kraft Ave. SE
Grand Rapids, MI 49512
(616) 698-7111
(866) 925-3884

Detroit Midtown Campus

New Center One
3031 W. Grand Blvd.
Detroit, MI 48202
(800) 686-1600

Detroit - WCCCD Campus

Located at Wayne County Community College District
801 W. Fort St.
Detroit, MI 48226
(800) 686-1600

Great Lakes Bay Campus

3555 E. Patrick Road
Midland, MI 48642
(989) 835-5588
(800) 968-4860

Holland Campus

643 S. Waverly Road
Holland, MI 49423
(616) 395-4600
(800) 643-4630

Kalamazoo Campus

Located at Kalamazoo Valley Community College
6767 West O Ave.
P.O. Box 4070
Kalamazoo, MI 49003-4070
(800) 632-8928

Lansing Campus

200 S. Grand Ave.
Lansing, MI 48933
(517) 484-2600
(866) 600-5515

Traverse City Campus

Located at Northwestern Michigan College
2200 Dendrinos Drive, Ste. 104
Traverse City, MI 49684
(231) 995-1740
(800) 894-0883

Warren Campus

27650 Dequindre Road
Warren, MI 48092
(586) 558-8700
(800) 724-7708

