WELCOME

WELCOME FROM THE PRESIDENT AND VICE PRESIDENT

Hello, and, on behalf of our family, staff, faculty and current students, welcome to Broadview University. By choosing to continue your education at our career college, you have embarked on a pathway to success.

We want you to know that we care about your experience at our school. From the moment you first walk in the door to the time that you graduate and move on to your career, we will strive to see that you receive the support you need to reach your highest potential, achieve your dreams and make a difference in the world.

We are committed to higher education because we believe it will increase your quality of life and ability to benefit from and contribute to your community. We will provide you with the practical skills and experiences you need to accomplish professional and personal goals.

Our admissions, academic, financial aid, career services and faculty members are here to ensure that your educational experience at Broadview University is as seamless as possible. Please approach any staff member or instructor with questions or requests for assistance. You will receive clear answers and prompt help with administrative and academic issues.

This catalog is a reference guide. In it you will find practical information, including financial aid and scholarship information, grading definitions, satisfactory academic progress requirements, credit and course requirements for all programs, and course descriptions.

Again, we want you to remember that we care about your personal, educational and professional success, and will do everything we can to help you achieve your goals.

We look forward to seeing you in our hallways and classrooms.

Sincerely,

Terry Myhre, President

Kaye Myhre, Vice President
## CALENDAR

Note: First-quarter students at BVU may register any time before the start of the third business day of the quarter.

### FALL QUARTER 2019

| 11 Week classes | October 7 – December 20 |
| Quarter Break (Office Open) | December 23 – January 3 |

**Holidays**
- Thanksgiving (College and Office Closed) | November 28 – November 29
- Christmas (College and Office Closed)  | December 24 – December 25
- New Year’s Day (College and Office Closed) | January 1

**MAT® Specialist Certificate Program**
- Trunk & Spine I, Lower Body I, Upper Body I - Block A (5 Weeks) | October 7 – November 8
- Trunk & Spine II, Lower Body II, Upper Body II - Block B (6 Weeks) | November 11 – December 10
- Trunk & Spine Lab, Lower Body Lab | December 14 – December 15
- Upper Body Lab | January 4 – January 5

**MAT® Specialist Modules**
- Lower Body Module, Trunk & Spine Module, Upper Body Module (12 Weeks) | October 7 – December 27
- Lower Body Lab, Trunk & Spine Lab | December 14 – December 15
- Upper Body Lab | January 4 – January 5

**MAT® Mastery Module**
- Lower Body Module (6 Weeks) | October 7 – November 15
- Lower Body Module Lab | November 22 – November 23

### WINTER QUARTER 2020

| 11 Week classes | January 6 – March 20 |
| Quarter Break (Office Open) | March 23 – April 3 |

**Holidays**
- Martin Luther King Jr. Day (College and Office Closed) | January 20
- Presidents Day (College and Office Closed) | February 17

**MAT® Specialist Certificate Program**
- Hand & Foot, Upper Body II, Trunk & Spine II, Lower Body II - Block B (6 Weeks) | February 10 – March 20
- Lower Body Lab | March 26 – March 27
- Trunk & Spine Lab | March 28 – March 29
- Cervical, Hand & Foot Lab, Upper Body Lab | January 6 – March 27
- Trunk & Spine Lab | March 26 – March 27
- Cervical, Hand & Foot Lab, Upper Body Lab | March 28 – March 29

**MAT® Specialist Modules**
- Trunk & Spine Module, Cervical, Hand & Foot Module, Upper Body Module (12 Weeks) | January 6 – March 27
- Lower Body I, Cervical Spine, Trunk & Spine I, Upper Body I - Block A (5 Weeks) | January 6 – April 6
- Lower Body II, Hand & Foot, Trunk & Spine II, Upper Body II - Block B (6 Weeks) | April 6 – May 8
- Upper Body Lab | May 11 – June 19
- Cervical, Hand & Foot Lab | June 25 – June 26
- Lower Body Lab, Trunk & Spine Lab | June 27 – June 28

**MAT® Specialist Certificate Program**
- Cervical, Hand & Foot Module, Lower Body Module, Trunk & Spine Module (12 Weeks) | April 8 – June 28
- Cervical, Hand & Foot Lab | June 25 – June 26
- Lower Body Lab, Trunk & Spine Lab | June 27 – June 28

**MAT® Mastery Modules**
- Foot Function Module (6 Weeks) | April 6 – May 15
- Upper Body Module (6 Weeks) | May 15 – May 16
- Upper Body Module Lab | July 10 – July 11

**MAT® Specialist Certificate Program**
- Lower Body Module, Upper Body Module, Cervical, Hand & Foot Module (12 Weeks) | July 6 – September 25
- Lower Body Lab | September 19 – September 20
- Upper Body Lab, Cervical, Hand & Foot Lab | September 26 – September 27
- Trunk & Spine Lab | September 26 – September 27

**MAT® Specialist Modules**
- Lower Body Module, Upper Body Module, Cervical, Hand & Foot Module (12 Weeks) | July 6 – September 25
- Lower Body Lab | September 19 – September 20
- Upper Body Lab, Cervical, Hand & Foot Lab | September 26 – September 27

**MAT® Mastery Modules**
- Wrist & Hand Module (6 Weeks) | July 6 – August 14
- Wrist & Hand Module Lab | August 14 – August 15
- Lower Body Module (6 Weeks) | August 17 – September 15
- Lower Body Module Lab | October 2 – October 3

### SPRING QUARTER 2020

| 11 Week classes | April 6 – June 19 |
| Quarter Break (Office Open) | June 22 – July 2 |

**Holidays**
- Memorial Day (College and Office Closed) | May 25
- Independence Day (College and Office Closed) | July 3 – July 4

**MAT® Specialist Certificate Program**
- Lower Body I, Cervical Spine, Trunk & Spine I, Upper Body I - Block A (5 Weeks) | April 6 – May 8
- Upper Body Lab | June 25 – June 26
- Cervical, Hand & Foot Lab | June 27 – June 28

**MAT® Specialist Certificate Program**
- Cervical, Hand & Foot Module, Lower Body Module, Trunk & Spine Module (12 Weeks) | April 8 – June 28
- Cervical, Hand & Foot Lab | June 25 – June 26
- Lower Body Lab, Trunk & Spine Lab | June 27 – June 28

**MAT® Mastery Modules**
- Foot Function Module (6 Weeks) | April 6 – May 15
- Upper Body Module (6 Weeks) | May 15 – May 16
- Upper Body Module Lab | July 10 – July 11

### SUMMER QUARTER 2020

| 11 Week classes | July 6 – September 18 |
| Quarter Break (Office Open) | September 21 – October 2 |

**Holidays**
- Labor Day (College and Office Closed) | September 7

**MAT® Specialist Certificate Program**
- Lower Body I, Upper Body I, Cervical Spine, Trunk & Spine I - Block A (5 Weeks) | July 8 – August 7
- Lower Body II, Upper Body II, Hand & Foot, Trunk & Spine II - Block B (6 Weeks) | August 10 – September 18
- Upper Body Lab, Cervical, Hand & Foot Lab | September 19 – September 20
- Trunk & Spine Lab | September 26 – September 27

**MAT® Specialist Modules**
- Lower Body Module, Upper Body Module, Cervical, Hand & Foot Module (12 Weeks) | July 6 – September 25
- Lower Body Lab | September 19 – September 20
- Upper Body Lab, Cervical, Hand & Foot Lab | September 26 – September 27

**MAT® Mastery Modules**
- Wrist & Hand Module (6 Weeks) | July 6 – August 14
- Wrist & Hand Module Lab | August 14 – August 15
- Lower Body Module (6 Weeks) | August 17 – September 15
- Lower Body Module Lab | October 2 – October 3
**ACCREDITATION AND APPROVALS‡**

**Accreditation**

Broadview University is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, diplomas, associate of applied science degrees, bachelor of science degrees and master's degrees.

Broadview University is an institutional member of the Council for Higher Education Accreditation (CHEA).

The Veterinary Technology Associate of Applied Science degree program at the West Jordan campus is accredited by the American Veterinary Medical Association (AVMA) as programs for educating veterinary technicians. Web site: www.avma.org.

**Approvals**

Many of the programs contained in this catalog are approved by the Utah State Approving Agency for the enrollment of those eligible to receive GI Bill® and VA education related benefits. The approved list may be found by visiting www.benefits.va.gov/gibill/school_locator.asp or www.gibill.va.gov. West Jordan campus is approved for participation in Utah with the Workforce Investment Act and with the National Council for State Authorization Reciprocity Agreements (NC-SARA).

‡Evidence of the institution’s accreditations and approvals are on display at the campus.

**MEMBERSHIPS**

- American Association for Laboratory Animal Science (AALAS)
- Association of Veterinary Technician Educators
- Better Business Bureau (BBB)
- Committee on Veterinary Technician Education and Activities (CVTEA)
- North American Veterinary Technician Association
- The Utah Association of Student Financial Aid Administrators
- South Salt Lake Animal Services
- Student Chapter National Association of Vet Tech in America (SCNAVTA)
- Utah Society of Veterinary Technicians and Assistants (USVTA)
- West Jordan Animal Services
- West Jordan Chamber of Commerce

**PHILOSOPHY, MISSION STATEMENT AND OBJECTIVES, OWNERSHIP AND GOVERNANCE**

**Philosophy**

Broadview University recognizes the dynamics between personal and professional development. We therefore invest in our students by providing knowledge and skills to support their immediate employment goals and credentials and provide foundations for career opportunities. Furthermore, we acknowledge human resources as a central driver of business and prosperous communities. Education increases citizens’ quality of life and ability to contribute to these communities.

We subscribe to the principles of affirmative action and do not discriminate in admission or employment based on race, creed, ethnic origin, nationality, religion, gender, sexual orientation, physical or mental disability, or veteran status. In addition, the institution respects the dignity of each individual, an essential condition to the learning environment.

**Mission Statement and Objectives**

**Vision**

We care about our students, We care about our employees, and We care about the employers who hire our graduates.

**Mission**

We will demonstrate we care by preparing career-focused, community-minded graduates for the global workforce.

**Strategic Objectives**

<table>
<thead>
<tr>
<th>We Care About:</th>
<th>We Are Committed To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success</td>
<td>Attracting students and delivering relevant, quality educational experiences that engage students and lead them to graduation and career success.</td>
</tr>
<tr>
<td>Employee Success</td>
<td>A dynamic environment that recognizes performance and provides growth opportunities.</td>
</tr>
<tr>
<td>Investment Success</td>
<td>Providing a quality education that leads to a strong return on investment for all stakeholders.</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Being the premier provider of career education by exceeding the expectations of our Students, Employers, and Employees.</td>
</tr>
<tr>
<td>Communication</td>
<td>Engaging in and managing effective communication.</td>
</tr>
<tr>
<td>Compliance</td>
<td>Maintaining a culture of compliance.</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Building communities through education.</td>
</tr>
</tbody>
</table>

**Ownership and Governance**

Broadview University is owned by Broadview Institute, Inc., a privately traded corporation. Terry Myhre is the President and sole member of the board of directors.

**POLICY STATEMENT**

Broadview University has established internal policies in accordance with standard educational practice and federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the institutions to continue to maintain high standards, remain compliant, and to provide opportunities for excellent outcomes for all students. Campus directors or their designees may, at their discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.
HISTORY AND PHYSICAL DESCRIPTION

History
Broadview University, originally established as the Bryman School, founded its downtown Salt Lake City location in 1977. From its initial focus on medical assisting, the school has expanded and added new programs to reflect the changing job market and meet students’ needs. In 1995, the school began awarding associate degrees, which are now offered in multiple fields. Broadview University moved the downtown campus to its current location in West Jordan in 2000.

In June 2010, Broadview University changed its name from Utah Career College to better reflect the educational opportunities provided to its students. In addition to a wide range of certificate, associate of applied science and bachelor of science degree programs offered, Broadview University added its first graduate degree program, a master of science in management, in addition to non-credit, short-term modules.

Broadview Online offers courses in business, health and wellness, and technology to support the residential campuses as well as offers fully online programs for students attending via distance education.

Physical Facility Description
The Broadview University campus is handicapped accessible and has facilities and equipment that comply with federal, state, and local ordinances and regulations including those required for personal safety, building safety, and health. Based on the programs offered, a variety of equipment and technologies provide students with training that is current with existing professional practices.

The West Jordan campus, Building 100, is at the west end of the block at 1902 West 7800 South. It is 17,500 square feet and contains career services, instructor and administrative offices, student services such as tutoring, and classrooms, computer labs, student commons with multiple computer stations, and veterinary technology classrooms and labs.

ADMISSIONS INFORMATION

Broadview University offers an equal opportunity in all academic programs and activities, without distinction or discrimination based on race, color, sex, religion, age, gender identity, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

Admissions Procedure
Inquiries regarding enrollment at Broadview University should be addressed to the Admissions Office:

Broadview University-West Jordan
1902 West 7800 South, West Jordan, Utah 84088
Phone: 385-501-4803
E-mail: admissions@broadviewuniversity.edu

A prospective student should schedule a personal interview. The interview will provide the student with an opportunity to discuss his or her interests and to become fully acquainted with the facility and the courses offered. The prospective student will then complete the application process by submitting an enrollment agreement prior to the selected start date. Class start dates are listed in the calendar in this catalog.

An orientation is scheduled prior to each quarter start date.

Limits to Admission

Broadview Education Consortium (BEC), including Broadview University, is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon Broadview Education Consortium property, using any Broadview Education Consortium facility, or attending any Broadview Education Consortium Broadview Education Consortium event.

If warranted by the particular facts, the leadership of BEC may modify any aspect of this protocol.

Admission Requirements

Broadview University admits only students who have high school diplomas or the equivalent (GED) or a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States Department of Education) to certificate, diploma, associate of applied science, and bachelor’s degree programs. All applicants must provide proof of high school diploma or equivalent (GED); those students who are admitted based upon completion of a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States Department of Education must submit official transcripts documenting completion of the degree.

Only a student who has a baccalaureate degree from an approved institution as described in the Transfer of Credit section of this catalog, and who meets program admission standards, will be admitted to a graduate program. A graduate program applicant may request that a documented international transcript evaluation be reviewed by our academic services department to determine program eligibility; however, if admission is granted under that condition, the student may be ineligible for state or federal financial aid.

A student with a diploma or associate degree from any of the following schools and enrolls or re-enrolls at Broadview University is exempt from the diploma, associate of applied science, or bachelor’s degree program required admission standards.

- Broadview University
- Broadview Entertainment Arts University
- Globe University/Minnesota School of Business
- The Institute of Production and Recording
- Duluth Business University
- Northwest Technical Institute

Students previously accepted at BEC schools will be considered to have met admission standards based on the requirements set forth at the time of prior enrollment.

All first-time online students must successfully complete the Online Readiness Assessment prior to executing the enrollment agreement.
Admission Standards
Program Requirements
(Not applicable to Certificate in Muscle Activation Techniques® Specialist program or modules)

An applicant must satisfy one of (a–e) below:

a) Achieve minimum score on the Accuplacer test administered at BVU as indicated for the selected program:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Reading Comprehension</th>
<th>Sentence Skills</th>
<th>Arithmetic</th>
</tr>
</thead>
<tbody>
<tr>
<td>All certificate, diploma, associate degree, and bachelor’s degree</td>
<td>230</td>
<td>230</td>
<td>205</td>
</tr>
</tbody>
</table>

b) Provide documentation of a bachelor’s degree granted by an approved institution as described in the Transfer of Credit section of this catalog.

c) Provide documentation of a minimum composite score of 21 on the ACT.

d) Provide documentation of a minimum composite SAT score based on the completed test year:

- Completed June 2016 to present: minimum composite SAT score of 1060
- Completed between March 2006 and May 2016: minimum composite SAT score of 1485
- Completed prior to March 2006: minimum composite SAT score of 990

e) If a student took the CPA and exam through Broadview University (BVU), Globe University/Minnesota School of Business (GU/MSB), or The Institute of Production and Recording (IPR) in the past, entrance scores will be honored according to the requirements listed in the catalog at the time of past enrollment. The student may be required to take the Accuplacer exam to determine appropriate placement in lab (remedial) classes.

Math, (applicable for students who are accepted in a program which has a remedial requirement indicated on the program page in the catalog). A student who has successfully completed a college-level mathematics course at an approved institution as described in the Transfer Credit section of this catalog is exempt from taking the Algebra Lab or if in the Veterinary Technology program the Veterinary Foundations of Math course. A student who scores lower than 250 on the arithmetic component of the Accuplacer will be required to complete NS070 Algebra Lab. Veterinary Technology program students will be required to complete Veterinary Foundations of Math course.

Writing, (applicable for students who are accepted in a program which has a remedial requirement indicated on the program page in the catalog). A student who has successfully completed a college-level composition course at an approved institution as described in the Transfer Credit section of this catalog is exempt from taking the Writing Lab. A student who scores lower than 265 on the sentence skills component will be required to complete CM070 Writing Lab.

Successful completion of foundational requirements does not exempt a student from meeting the program admission requirements.

Broadview University accepts Accuplacer scores from other institutions in cases where students have already taken the required sections of Accuplacer. Scores must come directly from the administering institution(s) to Broadview University.

A prospective student who does not pass one or more portions of the entrance exam may retake the portion(s) of the test the student did not pass. A student may be allowed a third exam only at the discretion of the dean of education/students and/or campus director. The student must provide documentation of completion of a rudimentary-level language, reading and/or math class after the second exam attempt and prior to a third attempt. Successful completion includes earning a grade of C or higher, a pass from a pass/fail course, or a letter from an administrator of WorkForce Center, Hub Center, or a similar organization stating successful completion of a language, reading, or math workshop or class offered through that organization. A retest request form must be submitted to and approved by the dean of education/students prior to the student taking a third exam. Classes required will be determined by the second exam results.

Program Specific Requirements
Master’s Program
See Graduate Degree Program section of this catalog.

Certificate in Muscle Activation Techniques® Specialist Program and MAT® Modules
See Muscle Activation Techniques® Specialist program &/or MAT® module pages.

Veterinary Technology
Broadview University strongly recommends students in the Veterinary Technology program receive rabies vaccinations prior to enrolling. While the risk is low, individuals involved in animal health care professions may be exposed to the rabies virus. Students are not required to be vaccinated for rabies, but are urged to discuss rabies vaccination with their primary physicians.

Students Enrolled in Less Than a Full Program
An applicant who does not meet entrance requirements, or who is interested in taking individual courses only, may apply for admission to courses that will not lead to the awarding of a diploma or degree. A student enrolling under these circumstances is not eligible to participate in financial aid.

Transfer of Credit Policy
The evaluation of transfer credit from other institutions to Broadview University involves the following considerations:

- The educational quality of the institution from which the student transfers.
- The appropriateness and applicability of the credit earned to the student’s program at BVU in light of the student’s educational goals.
- The requirement that a minimum of 25 percent of total program credits must be completed at BVU in all certificate, diploma, associate of applied science and bachelor’s degree programs.
- The minimum requirements for graduate programs are listed in the graduate section of the catalog.

Approved Institutions
Credits for successfully completed courses at institutions accredited by agencies recognized by the United States Department of Education, or in some cases institutions recognized through state regulatory bodies or recognized international institutions, may be transferred upon the approval of the designated school official at the receiving institution. Veterinary Technology program has the additional requirement of programmatic accreditation for all core requirements.

A student can request an official transcript directly from each attended institution or Broadview University will request transcripts on the student behalf with a completed College Documentation Form. Upon receiving an official transcript, Broadview University will evaluate transfer credits. Upon request, the student must submit a catalog description or course syllabus for consideration of transfer credits.
In evaluation of transfer credit decisions, Broadview University will carefully weigh the three considerations listed above while assisting students whenever possible to avoid repetition of coursework that applies directly to their program of study.

The transcript evaluation process begins as official transcripts are received. In the event that a transcript is not received in a timely manner, the transcript evaluation may not be complete prior to attendance in the first quarter of classes. Students should plan accordingly.

When the transcript evaluation process is complete, the student will be notified in writing of the result of the evaluation.

Evaluation of course descriptions may be conducted electronically based on information from College Source (www.collegesource.com). If information is not available through this resource, the student may be required to provide course descriptions and/or syllabi for consideration of transfer. The following conditions apply:

1. All transferable credits must have been earned with a grade of C-/P or better and be at the college level of 100/1000 or above. All transferable Master’s level credits must have earned with a grade of B or better and be at the college level of 500/5000 or above.

2. A minimum of 25 percent of total program credits must be completed at BVU in all programs. Remaining program credits may be transfer credit or credits earned through advanced standing tests, professional work experience, or prior learning.

3. Credit for general education courses taken at other schools and not offered by BVU may be awarded in the appropriate general education area. For example, four credits successfully earned in American History (not currently offered at BVU) may be awarded as four credits in the social science area.

4. Postsecondary credit awarded prior to high school graduation will be considered for transfer.

5. Decisions based on transfer credit should be considered valid at the date of evaluation.

6. When curricula change, decisions about future credit transfers may be affected.

7. Transfer credit for a course may be subject to the requirement that the student verify competency in an area included in the equivalent course or satisfy that requirement in some other way.

8. The following qualifications, requirements, and limitations apply to the acceptance of transfer credits:

Qualifications, Requirements and/or Limitations Related to Transfer of Credit
Quarter/Semester: 1 semester credit = 1.5 quarter credits

General Education
General education, including the disciplines of communications, natural science/mathematics, humanities, and social science, should be an integral part of all associate and bachelor’s degree programs in order to develop critical and analytic skills and broad perspectives that are associated with those levels of education. A degree implies that the student has achieved a knowledge base in general education that complements preparation in a major field of study.

Subject areas accepted towards general education requirements include, but are not limited to, the following:

- Humanities, including art, humanities, languages, literature, music, philosophy, religion, and theatre.
- Natural Science/Mathematics, including biology, chemistry, geology, physics, mathematics, and statistics.
- Social Science, including anthropology, American studies, economics, geography, history, human relations, law, political science, psychology, and sociology.
- Communications, including composition, speech, writing, and rhetoric.

Time Limit
General education, general studies, and elective credits shall have no transfer time limit. The timeliness of credits applied to career programs will be determined when evaluating transfer credits.

Credit Amount Transferred is Different than Equivalent Course Credit
Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit. In consideration of a course for course transfer, the amount of transfer credit will not exceed the credit value for the comparable Broadview University course offering.

Curriculum Changes that Change Credit and/or Content
Courses previously taken at BVU must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit.

Credit Earned in Foreign Institutions
A student with a degree, certificate, or college-level credits from a non-U.S. institution of higher education shall have those credits evaluated at the student’s expense by an evaluator selected by the college. The student must provide an official transcript in the original language, a college catalog, and the translated transcript and course descriptions.

Courses that Do Not Transfer
BVU does not allow transfer credits for the following courses in the AAS Veterinary Technology program: VT201 Large Animals, VT223 Lab Animals, Exotics and Pocket Pets, VT259 Surgical Assisting, and VT268 Dentistry.

Courses that Do Not Apply Toward Graduation Requirements
In evaluating transfer credit, only courses that apply toward a student’s graduation requirements in the student’s program of study will be considered for transfer.

Block Transfer
Students who have completed an associate or a bachelor’s degree are eligible for a block transfer of general education requirements, in addition to, PD160 Professional Communications 1 and PD200 Professional Communications II, to be distributed as determined by the transfer specialist per the conditions below in all programs. Additional general education courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning.

A student who has completed an associate degree will be granted a general education block transfer to fulfill all general education requirements toward an associate of applied science degree through a Broadview Education Consortium member school if the following conditions are met:

- The student has completed a minimum of three quarter-hour credits in each area of the Broadview Education Consortium member schools’ general education studies, including communications, humanities, natural science/mathematics, and social science.
- The student has completed a minimum of 30 quarter-hour credits of general education courses.
Students who have completed an associate degree will be granted a general education block transfer to fulfill a minimum of 30 quarter-hour credits of general education requirements toward a bachelor's degree though a Broadview Education Consortium member school if the following conditions are met:

- The student has completed a minimum of three quarter-hour credits in each area of the Broadview Education Consortium member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.
- The student has completed a minimum of 30 quarter-hour credits of general education courses.

A student who has completed a bachelor's degree will be granted a general education block transfer to fulfill all general education requirements toward an associate of applied science degree through a Broadview Education Consortium member school if the following conditions are met:

- The student has completed a minimum of six quarter-hour credits in each area of the Broadview Education Consortium member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.
- The student has completed a minimum of 54 quarter-hour credits of general education courses.

**Military Transfer**

College credit for military service may be awarded upon review of a military transcript. Minimally, a student will be awarded credit toward SS140 Interpersonal Relations for the successful completion of basic training. A student may also receive credit for SS103 Global Citizenship for completing basic training. Additional coursework on the transcript will be matched to comparable BVU courses. Military transcripts to document American Council on Education (ACE) recommended college credit for military training and occupational experience can be requested from:

- Joint Service Transcript (JST) is used for the US Army, US Marine Corps, US Navy and Coast Guard.
- Community College of the Air Force (CCAF)

The JST is ordered electronically when a student applies for admission. The CCAF request needs to have a hard signature by the student and mailed to the CCAF.

**Core and General Education Requirements**

The general education requirement for an AAS degree is a minimum of 30 quarter-hour credits in the general education disciplines, with a minimum of three credits in each of the following areas: communications, humanities, natural science/mathematics, and social science.

The general education requirement for a bachelor's degree is a minimum of 54 quarter-hour credits in the general education disciplines, with a minimum of six credits in each of the following areas: communications, humanities, natural science/mathematics, and social science.

A student enrolling in a Bachelor's degree program who has graduated with an AAS degree may be eligible for a core block transfer of up to 60 credits. The student will be required to complete 30 percent of the program at the 300/400 level.

The institution reserves the rights to alternate courses within the program to improve the quality of the program of study.

Upon the approval of the network dean or dean of education/students, general education coursework may be accepted as specialization elective coursework if it is determined to be commonly required in that program area. A course accepted as a specialization elective will not be accepted as a general education course.

**Advanced Standing Tests**

Credit may be awarded for a student's proficiency in a subject as demonstrated through performance on an advanced standing test. The student must request and arrange the test through the academic services department and take the test before the beginning of the quarter in which the course will be required. Not all courses have advanced standing tests.

**Prior Learning Assessment**

Broadview University will determine if learning received outside of the traditional college classroom prior to enrollment at BVU is equivalent to academic curriculum and eligible for college credit. BVU follows the academic and administrative standards of the American Council on Education (ACE) for review of learning gained outside of the formal classroom environment. Documentation of learning that is eligible for review includes:

- Documentation of professional training
- Licensure
- Documentation of coursework earned at non-transferable institutions
- CLEP test report
- DANTES test report
- AP test report

Prior learning credit will be designated as PL on the student’s academic transcript. If the credit granted is for a course required for the program, the amount of transfer credit will not exceed the credit value for the comparable BVU course offering. If the credit granted is for a course not required for the program, the appropriate semester-hour credit conversion may be used. Credit awarded for one course may not be used toward any other course.

A student seeking to receive credit for prior learning will submit original copies of appropriate documentation of completion for each course where prior learning credit is being sought to the academic services department for approval. The department will ask the student to provide BVU with additional information if necessary for proper evaluation.

**Professional Work Experience**

Broadview University offers a qualified student the opportunity to obtain credit for previous experience in which the student gained occupational, supervisory, or management skills in industry, business, military, professional, or service occupations.

Work experience credit is designated as WE on a student’s academic transcript. The student must submit the required forms and documentation for work experience credit to the academic services department prior to the start of the quarter in which the class is required to be taken. Work Experience Request forms and BVU policies are available upon request from school officials.

Once the student has completed and submitted all of the required documentation, the academic services department, with the assistance of faculty from the respective department for which credit-equivalency is being requested, will evaluate the request.
Documentation generally includes job assignment descriptions, performance reports, and/or supervisor letters attesting to the dates of employment, assignments, specific duties, and quality of work performed. Requests for work experience credit will not be considered for evaluation if received without appropriate documentation.

Work experience considered for credit must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college coursework. Part-time experience is considered for credit on a proportional basis.

Transfer of Credit to Other Institutions

Broadview University offers master’s degrees and career-focused bachelor’s degrees, associate of applied science degrees, and diplomas. The purpose of these degree and diploma offerings is to provide career-specific education and general education credits that will lead to rewarding employment. While it is unlikely that credits will transfer to a state college or university, some institutions will accept BVU credits. Credit transfer is always determined at the sole discretion of the receiving institution. BVU cannot provide information on whether outside institutions will accept BVU credits. A student interested in transferring to another college or university should check with that institution prior to enrolling at BVU. It is not the mission or the intent of BVU to act as a transfer institution.

Articulation Agreements

Broadview University has articulation agreements with the following schools:

- National American University
- American Business and Technology University

Articulation agreements indicate that a student can take credits earned at BVU and be eligible for credits at one of the institutions listed above. Please contact an academic services staff member for program specific information.

Partnership Agreement

Broadview University has a partnership agreement with MAT®. MAT® provides a hands-on laboratory experience including certification testing conducted at MAT® headquarters in Denver, Colorado or Toronto, Canada.

Consortium Agreement

Students enrolled at Broadview University, the Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equitable courses taken at any of these institutions. The consortium agreement between these institutions meet the schools’ programmatic, local, state, and national licensing and accreditation criteria.

These institutions have common ownership and a centralized support system of personnel provided by the Broadview Education Consortium, which is largely comprised of Broadview University central support personnel. The agreements provide students with the flexibility to take equitable courses from all campus locations, including online coursework, which is administered by a centralized, shared online virtual learning environment, CampusConnect, and delivered by the Broadview University online division (main/home campus is West Jordan, Utah). Student services, including satisfactory academic progress and financial aid records, will be maintained and monitored by the campus where the student will receive his/her diploma or degree. Each campus will be ultimately responsible for the delivery of its programs and the satisfaction of its students.

Students who elect to attend a course at a location other than their home institution (primary attendance location) will have their total tuition and fees charged by their home institution. All financial aid will be awarded and dispersed from the home institution.

The home institution is required to deliver at least 50 percent of the overall program and award the appropriate credential to the student. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge agreement prior to taking courses at other campuses.

Late Admission

A student may not register for classes later than the third day of the first week of classes. An application received after this point will be retained on reserve status for the next class start date.

FINANCIAL INFORMATION

Broadview University participates in the administration of most federal Title IV student financial aid programs including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Subsidized/Unsubsidized Student Loans, and Federal Parent Loans to undergraduate students.

Programs of study are approved by the state-approving agency for Veterans’ Education Benefits (see Accreditations and Approvals section of this catalog).

Additional information and applications may be obtained by contacting the campus financial aid office.

Cancellation and Refund Policy

The student will receive a refund of money paid:

1. When a student is not accepted for admission. All tuition, fees, and other charges that have been paid will be refunded. Any student who enrolls in a program of study will receive written notice of acceptance or rejection. The date of acceptance or rejection will be the delivery date of the notice. If the notice is delivered by mail, it will be the postmarked date of the letter.

2. When written notice of cancellation is given prior to the end of the initial add/drop period of the initial quarter of training, all tuition, course fees, and other charges will be refunded.

3. When a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the quarter, but before completion of sixty (60) percent of the quarter, the amount charged for tuition and fees for the completed portion of the course shall not exceed the prorated portion of the total quarter’s earned charges for tuition and fees arrived at by multiplying the total quarter’s earned charges for tuition and fees by the ratio of the length of the completed portion of the quarter to the total length of the quarter (A refund policy determines the amount of institutional charges that the school has earned and not earned based on the date the student ceases attendance).

4. If the student ceases to attend school after completing sixty (60) percent of the quarter, the student will be charged at one hundred (100) percent of the tuition, fees and other charges for the term.

Written notice of cancellation or withdrawal will take place on the date the letter is postmarked, or in a case where the notice is hand carried, it shall occur on the date the notice is delivered to the school.

The reason for a student’s cancellation or withdrawal does not affect how the cancellation and refund policy is applied.
Whether or not notification is given, the date of withdrawal is based on the date the student ceased attendance.

Broadview University will acknowledge in writing any valid notice of cancellation within ten (10) business days after receiving the notice, and within thirty (30) business days will refund to the student any amounts due the student and cancel any tuition or fees in excess of those due under the Return of Title IV Funds Policy.

A student may be entitled to a refund of equipment and supply costs if the equipment and supplies are in a condition suitable for resale and returned within 20 days of withdrawing. Any student who enrolls in a course may request a copy of the current list of books and prices. The cost of unreturned books or books not suitable for resale may be added to the cost of tuition and deducted from the tuition refund.

The school does not negotiate promissory notes or instruments received as payments of tuition or other charges.

**Minimum Terms for Tuition Payment**
When a student is ineligible for, or does not otherwise participate in any U.S. Department of Education financial aid program, he or she must pay tuition in advance or establish a payment plan with the financial aid department before the first day of class(es).

Students whose financial aid is insufficient to cover the total cost of fees, tuition, and books must establish a payment plan prior to the first day of class(es).

Students whose accounts are more than thirty (30) days past due may be put on a student accounts hold until arrangements are made to bring their accounts current. A student who fails to adhere to the financial arrangements agreed upon may be withdrawn from school and may re-enter only after making full payment of the delinquent portion of the account.

All accounts must be current prior to taking final exams and prior to the last scheduled class session for all graduate students, unless other arrangements have received prior approval. Student accounts that are more than ninety (90) days past due may be sent to a collection agency.

A fee of $30 will be charged for each returned check. A second returned check will result in the requirement that future payments be made by cash, credit card, or money order only.

Students using Ch31 or Ch33 and waiting for the VA to make tuition and fee payments will not be penalized provided the student furnishes the campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 no later than the first day a covered student starts his/her program. Students will continue to have access to classrooms, the library, and school facilities and resources. Students do not need to borrow money to cover costs while waiting for payment, and students will not be charged a late fee or penalty.

**Return of Title IV Funds**
The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, orally or in writing, the academic services department of his/her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will establish the date of withdrawal as the date the student ceased attendance. The Return to Title IV Funds formula determines the amount of Title IV funds the student has earned at the time the student ceases attendance and the amount of Title IV funds the student must return. Refunds will be made to the federal programs within 45 days of the date or determination.

The amount of Title IV funds earned by a student is based on the calendar days from the term start thru the last date of attendance. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through sixty (60) percent of the quarter. If a student ceases to attend school after sixty (60) percent in the quarter, the student earns one hundred (100) percent of the Title IV funds. If the amount of Title IV grant or loan funds disbursed to the student is greater than the amount a student earned, unearned funds must be returned.

If the amount of funds was less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received, but otherwise earned.

If it is determined that unearned Title IV funds must be returned, the responsibility is shared between the school and the student.

If the financial aid funds earned don't cover the student's charges for that term, the student will be billed. If the financial aid funds exceed the amount earned, the institution will follow the distribution policy described below.

**Return of Title IV Funds Distribution Policy**

Return of Title IV Funds will be distributed in the following order:
1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV grants or loan assistance

The return of non-Title IV funds will be distributed in the following order:
1. Non-federal alternative loans
2. Other outside sources

Any excess funds after the distribution policy has been applied belong to the student.

**Post-Withdrawal Disbursement (PWD)**
A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student’s account, the college may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account, the college must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date that the college determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the college sent the notification. Students will be informed that they may accept or decline some or all of the PWD that is not credited to their accounts.

If the student responds within 14 days the PWD funds will be disbursed as soon as possible, but no later than 120 days from the date that the college determined that the student withdrew. If the student responds late (after 14 days have passed, but prior to the 120-day deadline) the college may choose to make the PWD at its own discretion, depending on the circumstances. The student is reminded that the college has no obligation to make a PWD after the 14-day timeframe.
Title IV Verification Policy
If a student's financial aid application is selected for review in a process called verification, the school is required to collect certain documents and adhere to deadlines for processing the application.

Once the student has submitted the required documentation to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the central processing system. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if possible) of the student’s new Title IV eligibility.

Broadview University requires the following from an applicant selected for verification:

**Dependent Applicant**
- Independent Verification Worksheet
- Copy of student's and parents' federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- Copy of student’s federal 1040 official tax transcript (if filed)
- W-2 forms for non-tax filers and if separation of income is necessary
- If a student/parent did not use the IRS data retrieval process or used the process but changed data after it was retrieved, they must provide a copy of their tax transcript provided by the IRS.

**Independent Applicant**
- Independent Verification Worksheet
- Copy of student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- If married, copy of spouse’s and student’s federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
- If a student didn’t use the IRS data retrieval process or used the process but changed data after it was retrieved, the student must provide a copy of their tax transcript provided by the IRS.
- W-2 forms for non-tax filers and if separation of income is necessary

The deadline for submitting verification documents is the earlier of 30 days after the last day of attendance or 30 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded by the school which may cause the student to owe money to the school.

SCHOLARSHIPS

**Military Active Duty/Retired Scholarship**
Broadview University offers a scholarship designed to reward students for their military service to our country. Active duty and retired service members of the United States Army, Navy, Air Force, Marines, Coast Guard and Drilling Reserve/National Guard are eligible for the scholarship. This scholarship cannot be used in conjunction with, or in addition to, any other Broadview University military scholarship. The scholarship is effective the date the application is completed and is not retroactive. Students will be responsible for costs including books, supplies and fees associated with the program or classes enrolled.

**Award Amounts:** 5% off tuition for Muscle Activation Techniques® students (Certificate and Non-Credit, Short-Term Modules)/25% off tuition all other programs

**Eligibility Guidelines**
1. Students must provide a copy of their military ID card.

2. Students must be enrolled in a non-credit short-term module or enrolled in at least 6 credits in a certificate, diploma, associate or bachelor degree program to be eligible.

3. The effective date of the scholarship for active duty service members is 4/6/2009, and for retired service members is 1/3/2011. The scholarship is not retroactive.

4. Award amounts are designated for tuition only and will be applied after the add/drop period.

5. Students must maintain satisfactory academic progress or they will lose eligibility for the scholarship.

Applications are available at http://www.broadviewuniversity.edu.

The academic services department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a BVU program. The evaluation will follow recommendations from the American Council on Education (ACE) on transferring college credit for military training and occupational experience.

**Military Advantage Scholarship**
Broadview University offers a military advantage scholarship for qualified military personnel who are registered at part-time or more, 6 credits in an undergraduate program or 3 credits in a Master’s program, and making satisfactory academic progress. If an undergraduate student falls below the credit requirement, the awarded will be forfeited at that time.

This scholarship cannot be used in conjunction with or in addition to any other military scholarship the institution offers. Scholarship is effective the date the application is completed and is not retroactive. The Military Advantage Scholarship supplements any additional military education benefits (i.e., GI Bill®/College Fund) as well as other grants and loan programs available to students. The award will be applied as a credit to tuition on the receiving student’s account.

**Award Amount:** 10% off tuition

United States Military personnel in the following classifications* are eligible for the Military Advantage Scholarship each quarter:
- Veterans honorably discharged
- Active Duty and Active Reserve/National Guard

*Documentation with DD214 is required for veterans unless they are currently receiving funds from a Federal Veteran’s Education Program with the school. These programs include, Chapter 33-Post 9/11 Bill, Chapter 30-Montgomery GI Bill®, Chapter 31-Vocational Rehabilitation, 1606-REAP, 1607-Selected Reserve, VEAP, and Federal Tuition Assistance.

Applications are available at http://www.broadviewuniversity.edu.

The academic services department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a BVU program. The evaluation will follow recommendations from the American Council on Education (ACE) on transferring college credit for military training and occupational experience.

**Purple Heart Scholarship**
Broadview University is proud of our country’s heroes who have given so much so that we may enjoy our freedom. In recognition of their selfless sacrifices, we offer the Purple Heart Scholarship to service members and veterans who were wounded in the Gulf Wars: Operation Desert Storm, Operation Enduring Freedom, and Operation Iraqi Freedom.
Spouse/domestic partner or dependents of service members killed in action during these conflicts are also eligible for this scholarship.

The scholarship cannot be used in conjunction with or in addition to any other institutional scholarship. Scholarship is effective the date the application is completed and is not retroactive.

A student approved for this scholarship will be awarded an amount to cover all remaining tuition and fees once elected federal and state financial aid, military aid, and Veterans Affairs benefits have been deducted from the total amount. To determine aid eligibility, a student must fill out a FAFSA to receive this award. Students must be registered for 12 credits or more to be eligible for the quarter or the award will be forfeited from the point that the student falls below 12 credits.

Graduate students must be registered for at least 6 graduate credits to be eligible for the quarter.

Students must provide a copy of your DD214 and/or orders of being awarded the Purple Heart. If a dependent, the student must provide his/her military ID card. A student can only receive the Purple Heart Scholarship as a dependent of the qualifying military personnel if the student is considered a dependent of that person based on the U.S. Department of Education’s Title IV determination of the dependency status.

Application materials must be submitted to the financial aid office. Applications are available at http://www.broadviewuniversity.edu/.

**Business Alliance Scholarship**

Broadview University realizes the important role the business community plays in a successful economy and the global competitiveness that is critical to the growth of our workforce. Partnerships that promote visions for improving the workforce and thereby improve the economy are integral to BVU’s mission. In order to form strong partnerships for building a globally competitive workforce, BVU offers the Business Alliance Scholarship. Eligible students are currently employed by businesses that have taken the necessary steps to become approved BVU Business Alliance partners and who are enrolled in a BVU degree program.

**Scholarship Recipient Criteria**

A student currently employed by an approved Business Alliance partner will be required to show proof of employment at the time of enrollment and each academic year thereafter.

Application materials must be submitted to the financial aid office.

**Award Amount:** 10% off tuition

**STA Scholarship**

Award Amount: Up to the direct cost of tuition and fees or $1,500 maximum per quarter and a $24,000 maximum per lifetime.

**Eligibility and Award Guidelines**

1. Student must be eligible for and have exhausted the quarterly maximum borrowing under the Sta Loan in order to receive the scholarship in any given quarter.
2. Applicants must be enrolled in a degree seeking undergraduate program.
3. Students must be enrolled and charged for 12 or more credits in order to be awarded the scholarship.
4. Student must maintain satisfactory academic progress or the award will be forfeited from the point the student fails to do so.
5. Student must not be in arrears with financial aid and may not have a balance owed to Broadview University.
6. For students who qualify for this scholarship, awarded funds will be applied directly to the student account as a credit. No check or other cash monies will be given or refunded to students at any time.
7. The award will be forfeited if attendance is discontinued or interrupted.
8. There are no exceptions or appeals for this scholarship.

**Professional Certification Scholarship**

Broadview University encourages students to seek professional certifications in their fields. The school offers Professional Certification Scholarships that reimburse students for certification examination fees.

The chart below lists qualifying programs, exams and courses, as well as maximum dollar values.

<table>
<thead>
<tr>
<th>Relevant Program</th>
<th>Professional Exam</th>
<th>Qualifying Course</th>
<th>Maximum Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Veterinary Technology</td>
<td>VT2 97</td>
<td></td>
<td>$325</td>
</tr>
<tr>
<td>Veterinary Technician National Examination (VTNE)</td>
<td>VT2 97</td>
<td></td>
<td>$325</td>
</tr>
</tbody>
</table>

**Guidelines**

1. The applicant must be:
   - A current student in good standing enrolled in at least six quarter-hour credits.
   - Enrolled in the relevant program for the desired professional exam.
   - Currently enrolled in, or have successfully completed, the qualifying course for each professional exam as listed above. If a specific course and certification are not listed, the applicant must have approval from the campus program chair and academic dean.
2. Have a GPA of 3.0 or higher.
3. Students may apply multiple times for Professional Certification Scholarships. However, a student may be awarded a Professional Certification Scholarship only twice during his/her enrollment at a Broadview Education Consortium member school.
4. Applications are due no earlier than the first day of the quarter and no later than Monday of the third week of the quarter.
5. Award recipients will be notified in writing by the beginning of the sixth week of the quarter.
6. The professional certification exam must be taken within nine months of the date on the scholarship award letter.

**Selection Criteria**

Scholarship recipients will be selected by a BVU faculty committee based on:

1. Scholarship
2. A personal statement of career goals (500 words or less) that addresses the following:
   a. Specific career goals
   b. How the certification will enhance the student’s career
   c. How the student will use the experience and knowledge gained from BVU in his/her careers
   d. Plans for continuing education
3. Faculty recommendation

**Payment**

The scholarship covers the fees for taking each professional certification exam up to the maximum amount listed in the chart. Each student can receive only one Professional Certification Scholarship per certification type.

Scholarship recipients will receive reimbursement by an account balance adjustment for test fees upon submission of:
- Payment verification for test fee, and
- Confirmation of scheduled test date

Applications are available at http://www.broadviewuniversity.edu/.
TUITION & FEES

Undergraduate Tuition Effective July 1, 2019
• Muscle Activation Techniques (MAT)® Specialist Certificate
  Program and MAT® Modules Tuition Effective October 1, 2019
• Graduate Tuition Effective October 1, 2017

Undergraduate Courses Tuition Rate
• $375 per credit
• Course Fees: Fees vary from $100 to $320 per course.

Muscle Activation Techniques (MAT)® Specialist Certificate

Course Tuition Rate
• $490 per credit
• Course Fees: $100 per course

Graduate Courses (500-level and above) Tuition Rate
• $625 per credit
• Course Fees: $100 per course

*Students may request a fee list to determine the appropriate lab/supply cost for their program.

Other Tuition and Fees

Tuition and lab fees are reviewed annually and changes are made effective each summer (July/August) term. Revised tuition rates are typically published in the school catalog and/or catalog addendum six months in advance of the effective date.

Students are responsible for paying their quarter program cost. Most students use a combination of financial aid and make payments. Quarter payments are due twice a quarter and due dates are arranged through student accounts departments. There are no additional fees for making two payments.

Scheduled payments that are more than five business days past due are subject to an account hold, which may limit the student’s ability to register. Students who fail to fulfill the financial arrangements agreed upon may be expelled from school and may re-enter only upon full payment of the delinquent portion of their account.

If a student repeats a course, he or she will be charged the tuition and fees in place at the time of the repeat. Students will be charged for overdue, lost or damaged library materials.

When applicable, student charges will include the appropriate sales tax payable based upon statutory rates. BVU offers a payment plan; see financial aid office for details.

Master in Management
Tuition: $625 per credit
54 credit minimum, Total cost: $33,750
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (varies depending on elective choices): $1400
Part-time Students (14 QUARTERS, 42 MONTHS)

B.S. Exercise Science
Tuition: $375 per credit
180 credit minimum, Total cost: $67,500
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (varies depending on elective choices): $4,950
Part-time Students (24 QUARTERS, 72 MONTHS)

B.S. Health Care Management
Tuition: $375 per credit
180 credit minimum, Total cost: $67,500
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (varies depending on elective choices): $4,875
Part-time Students (24 QUARTERS, 72 MONTHS)

A.A.S. Exercise Science
Tuition: $375 per credit
92 credit minimum, Total cost: $34,500
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (varies depending on elective choices): $2,600
Part-time Students (12 QUARTERS, 36 MONTHS)

A.A.S. Veterinary Technology
Tuition: $375 per credit
94 credit minimum, Total cost: $35,250
Full-time Students (7 QUARTERS, 21 MONTHS)
Approximate resource fees (will vary depending on elective choices): $2,350
Part-time Students (14 QUARTERS, 42 MONTHS)

Additional costs: Students are charged $5 per quarter to help offset costs the school incurs to cover students for professional liability coverage. The school does not provide health insurance coverage for students. Refer to the Health Insurance section of the catalog.

Lab fees are applied to the following courses, effective July 1, 2019:
$100 Lab Fee (per course): VT107, VT148, VT177, VT182, VT201
$150 Lab Fee (per course): VT213, VT218, VT223, VT233, VT237
$200 Lab Fee (per course): VT252, VT259, VT268

Certificate in Muscle Activation Techniques (MAT)® Specialist
Tuition: $490 per credit
36 credit minimum, Total cost: $17,640
Day Students (4 QUARTERS, 52 WEEKS)
Approximate resource fees: $800
This includes the MAT® eBook manual and certification exam (first attempt).

Additional costs: Students are required to cover their own travel and personal expenses to the Colorado MAT® facility, including but not limited to transportation (local automobile expenses or bus fare and/or airfare if applicable), meals, lodging if applicable, and other personal expenses.

Single-Subject Enrollment
Tuition: $375 per credit
(1 QUARTER, 3 MONTHS)
Course Fees: Fees vary from $100 to $320 per course.

Additional costs for students taking a technology course:
Students are charged $5 per quarter to help offset costs the school incurs to cover students for professional liability coverage. The school does not provide health insurance coverage for students. Refer to the Health Insurance section of the catalog.

Lab fees are applied to the following courses, effective July 1, 2019:
$100 Lab Fee (per course): VT107, VT148, VT177, VT182, VT201
$150 Lab Fee (per course): VT213, VT218, VT223, VT233, VT237
$200 Lab Fee (per course): VT252, VT259, VT268

Muscle Activation Techniques (MAT)® Specialist Modules (Non-Credit, Short-Term)
Tuition: $4,200 per module
This includes the MAT® eBook manual.
(EACH MODULE IS 12 WEEKS ONLINE + 2-DAY LAB)
Participants are responsible for purchasing textbooks on their own.

Additional costs: Students are required to cover their own travel and personal expenses to the Colorado or Toronto MAT® facility, including but not limited to transportation (local automobile expenses or bus fare and/or airfare if applicable), meals, lodging if applicable, and other personal expenses.

Tuition can be paid in full or students can make three payments of $1,400.
Participants on a payment plan will be responsible for making the first payment prior to the start of the course, the second payment at the start of week four and the third payment at the start of week eight.

If a participant is delinquent on a payment, they will be blocked from the class and will not get access until paid. The final payment must be received by week eight in order to continue in the online coursework and to be eligible to attend the lab workshop in Denver, Colorado or Toronto, Canada. Tuition is not refundable on or after the first day of class. Credit card or electronic check payments are accepted through CampusConnect.

**Muscle Activation Techniques (MAT)® Refresher Modules (Non-Credit, Short-Term)**

Tuition: $895 per module

This includes the MAT® eBook manual.

(EACH MODULE IS 12 WEEKS ONLINE)

Participants are responsible for purchasing textbooks on their own.

Tuition is due prior to course enrollment and is not refundable after the first date of access in the course. Credit card or electronic check payments are accepted through CampusConnect.

**Muscle Activation Techniques (MAT)® Mastery Modules (Non-Credit, Short-Term)**

Tuition: $1,200 per module

This includes the MAT® eBook manual.

(EACH MODULE IS 6 WEEKS ONLINE + 2-DAY LAB)

Participants are responsible for purchasing textbooks on their own.

Additional costs: Students are required to cover their own travel and personal expenses to the Colorado or Toronto MAT® facility, including but not limited to transportation (local automobile expenses or bus fare and/or airfare if applicable), meals, lodging if applicable, and other personal expenses.

Tuition is due prior to course enrollment and is not refundable after the first date of access in the course. Credit card or electronic check payments are accepted through CampusConnect.

**Indirect Educational Expenses**

The estimated room and board expense for a student living at home is $791 per month, with a transportation allowance of $263 per month.

The estimated room and board expense for a student living away from home is $1,096 per month, with a transportation allowance of $263 per month.

**Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
Financial Aid

Scholarships and other forms of financial aid are available for those who qualify. For further information on financial assistance, contact the financial aid office at the school. All financial aid awards will be disbursed directly to the student’s account beginning the second week of each quarter.

Some business firms and organizations encourage employees to continue their education by paying part or all of their tuition and fees. Since there is considerable variation in this practice, it may be worthwhile for you to check with your employer.

The school is an eligible institution approved by the U.S. Department of Education for participation in the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Direct Loan Program
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Student Education Loan Fund (SELF)

» Additional funds may be available through:
- Division of Rehabilitation Services
- Bureau of Indian Affairs (BIA)
- U.S. Department of Veterans Affairs (VA)

Outside resources must be reported to the financial aid office. The financial aid office is not responsible for locating those funds.

U.S. Department of Education School Code
» Broadview University: 011166

Separate applications may be required.

Gift aid is awarded annually based on the fiscal year dates of July 1 through June 30. Financial aid is awarded and credited on a quarterly basis at Broadview University. A student attending in more than one fiscal year period must reapply for financial aid assistance. A student interested in financial aid should schedule an appointment to meet with financial aid.

See website for current interest rates and loan origination fees: https://studentaid.ed.gov/sa/types/loans/interest-rates

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL PELL GRANT PROGRAM</td>
<td>Grant based on financial need. The student receives notification of eligibility with receipt of Student Aid Report (SAR), which must list the appropriate school code for determination of amount based on cost and credits.</td>
<td>$208 to $6,195</td>
<td>Free Application for Federal Student Aid (FAFSA) form</td>
</tr>
<tr>
<td>FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)</td>
<td>Grant is based on financial need and is awarded by the institution. Notification is made approximately four weeks after start date.</td>
<td>$200 to $2,400</td>
<td>Free Application for Federal Student Aid (FAFSA) form</td>
</tr>
<tr>
<td>FEDERAL DIRECT LOAN/SUBSIDIZED AND UNSUBSIDIZED*</td>
<td>Long-term, low interest loan (current rate is 4.53% with graduate student loans at 6.08%*). Payment deferred until six months after student leaves school or attends less than half-time. Need-based calculation. *Rates are effective at the time of publication. Check the website for current interest rates and loan origination fees.</td>
<td>1st year up to $5,500 (Dependent), $9,500 (Independent); 2nd year up to $6,500 (Dependent), $10,500 (Independent); 3rd/4th year up to $7,500 (Dependent), $12,500 (Independent)</td>
<td>Free Application for Federal Student Aid (FAFSA) form, Master Promissory Note, and Entrance Counseling</td>
</tr>
<tr>
<td>FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)*</td>
<td>Long-term, low interest loan (current rate is 7.08%*) for parents of dependent undergraduates. *Rates are effective at the time of publication. Check the website for current interest rates and loan origination fees.</td>
<td>Up to cost of attendance minus all other financial assistance</td>
<td>Free Application for Federal Student Aid (FAFSA) form and Federal PLUS Master Promissory Note processed through school and private lender</td>
</tr>
<tr>
<td>ALTERNATIVE LOAN PROGRAMS: SEE FINANCIAL AID OFFICE</td>
<td>Supplemental, variable interest rate loans are available. Deferment of principal and interest while in school at least half-time is available. The loan may be used for less than half-time attendance and does not require a co-signer if the borrower meets credit requirements. Alternative loans are privately funded.</td>
<td>Up to tuition, fees, and book costs (Lender determines amount awarded based on various factors)</td>
<td>Applications processed through the school</td>
</tr>
</tbody>
</table>

STUDENT ACCESS (SFA) PROGRAM
Broadview University students may apply for a privately funded alternative student loan and scholarship program available to full-time degree seeking undergraduate students with a demonstrated need for financial support.

STAs is an alternative loan program with third-party servicing. The interest rate is 5%. STA loans require minimum monthly interest repayment of $20 per month capped at $110 per month while in school. Student must be enrolled and charged for 12 credits or more per quarter and student must have applied for and been denied a privately funded alternative student loan. The loan amount is calculated using maximum federal, state, private, and institutional financial aid eligibility, regardless of the amount received or borrowed. The student can borrow up to the direct cost of tuition and fees. The disbursement must be matched with equal outside funding on account. If loan payments are delinquent, future disbursements will be placed on hold until delinquency is resolved. Early withdrawal will result in loss of disbursement eligibility for that quarter. If you qualify for this loan, awarded funds will be applied directly to your student account as a credit. No check or other cash monies will be given or refunded to you at any time.

$100 minimum up to $1,000 per quarter and a maximum of $16,000 per lifetime

Applications processed through the school
GENERAL INFORMATION

CampusConnect
Students can view their email, grades, financial aid information, student account information, library resources, make payments on their account, receive messages from school administration, access electronic forms, and much more, through CampusConnect. Students can check grades on tests, assignments, laboratory projects, and final exams. Final grades will be available to students at the end of each quarter. Students can access CampusConnect by going to http://connect.broadviewuniversity.edu.

Class Content
The institution reserves the right to make changes to improve the quality or content of the programs of study offered.

Class Size
Class sizes vary depending on a number of factors; however, a laboratory course will not have more than 30 students, Veterinary Technology laboratory courses average a size of 12 students, and a lecture course will not have more than 50 students.

Class Schedules
Day classes are scheduled between the hours of 7:45 a.m. and 5:30 p.m., Monday through Friday and (as required) Saturday.
Evening classes are scheduled between 5:00 p.m. and 11:00 p.m., Monday through Friday, and (as required) Saturday.
Online courses are available 24 hours per day on the Internet at http://connect.broadviewuniversity.edu/.
A student may register in a degree, diploma or certificate program or in individual subject areas.
Every effort is made to minimize conflicts between students' personal and employment requirements and class schedules. However, the institution has the right to schedule the students' class hours within the limitations of its facilities and overall enrollment.

Course Cancellation
The school reserves the right to cancel any class or program when enrollment is under fifteen students.

Criminal Background Check
A student who is entering and completing a career program should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services” with clients or residents. Background checks may also be required for internships, externships, and practicums.

Externship/Internship/Clinical Sites
A site for an Exercise Science or Veterinary Technology externship or clinical is generally provided within a fifty mile radius of the student's home or home campus. A site outside of that radius may, depending on appropriateness and availability, be secured for the benefit of the student. Externship sites may vary by quarter. A list of previous externship sites will be available upon request.
Students are required to attend a pre-externship meeting in the quarter prior to the externship. The externship coordinator will notify students of the time and location of this meeting.
All externships must be completed during the normal business hours of the externship site, regardless of whether the student normally attends day and/or evening courses.

A student who is terminated from an externship will receive an F for the course and must come before an appeals committee before being placed on an externship again. Students who receive an F and are successful in their appeal will also have to repeat and repay the course. Students will not be permitted to attempt a third externship unless determined otherwise by school officials.
In the event of two failed attempts with no provision for a third attempt, the student will not be permitted to graduate nor receive a diploma/degree.

General Education
Broadview University integrates general education into all degree programs. The purpose is to engage and expose the student to the liberal arts disciplines, providing critical and analytical skills and intellectual knowledge that serve as a base for lifelong learning and allow the student to function as a well-informed global citizen.
General education courses provide students with the communication, problem solving, and analytical skills needed to perform many different jobs and provide solutions to our most important issues today. In a world where change is constant, there is a perpetual need to learn new skills, acquire knowledge and gain qualifications on platforms that are relevant in today’s technologically-driven marketplace. As such, general education courses at Broadview University are offered both residually and in an online format. Students may have the opportunity to connect online and network with classmates from a wide range of backgrounds, programs, and locations. Please note not all courses are available in all locations or in both online and on-campus formats.
An associate of applied science degree program requires the student to earn a minimum of 30 general education quarter-hour credits, including three or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.
A bachelor's degree program requires the student to earn a minimum of 54 general education quarter-hour credits, including six or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.
The following are goals for each of the four general education disciplines:

Communications
Students will become effective communicators who apply the principles of communication in reading, writing, speaking, and listening.

Humanities
Students' knowledge of the human condition and human cultures will expand, especially in relation to behavior, ideas, and values expressed in works of human imagination and intellect.

Natural Science and Mathematics
Students will gain improved understanding of natural science principles and the methods of scientific inquiry; learn the vocabulary of science and realize the importance of ongoing scientific inquiry as a basis for lifelong learning; and increase their knowledge and application of mathematical and logical modes of thinking.

Social Science
Students will consider major ideas and historical events that shape society, including knowledge of the function of social, cultural, and political systems and the variability of human behavior.
Grievance Policy
It is important for each Student to be satisfied with the School’s services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School’s internal dispute resolution procedures. A student always has the right to contact the State office of higher education, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute.

Broadview University has established the following policy and procedure to assist students with grievances:
1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or campus administrator. A student who experiences a conflict or problem with an online instructor, and cannot resolve the grievance directly with the online instructor, can state the grievance to the campus administrator.
3. An appeal and/or grievance not resolved to the student’s satisfaction at that level may be submitted in writing to the campus director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to school ownership:
   Broadview Education Consortium
   8089 Globe Drive, Third Floor, Woodbury, MN 55125
   Phone: 651-432-4624
   The issue will be resolved promptly and equitably.

Concerns may also be addressed to:
Accrediting Council for Independent Colleges and Schools
1350 Eye Street NW, Suite 560, Washington, D.C. 20005
Phone: 202-336-6780       Fax: 202-842-2593

Broadview University students in Utah may also address concerns to: Utah Division of Consumer Protection
160 East 300 South, P.O. Box 146704, Salt Lake City, Utah 84114-6704
Phone: 801-530-6601
For copies of the complaint forms visit www.dcp.utah.gov.

Students in California may also address concerns to:
California Department of Consumer Affairs
Consumer Information Center
1625 North Market Blvd., Suite N-112, Sacramento, California 95834
Phone: 833-942-1120
dca@dca.ca.gov
For copies of the complaint form visit: https://www.dca.ca.gov/consumers/complaints/ooos_students.shtml

State Portal Entity Contacts through the National Council for State Authorization Reciprocity Agreements (NC-SARA) can be found at: https://www.nc-sara.org/content/state-portal-entity-contacts

Guidance
The school provides academic and financial guidance for students in need of these services.

Health and Safety
Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes and Board of Health and fire department regulations. In case of emergency, the school will obtain the services of medical professionals as required. However, Broadview University does not provide health care or counseling services to its students.

Health Insurance
Participating Veterinary Technology students are encouraged to carry their own health insurance coverage and are solely responsible for their own health care costs. The school does not provide health insurance coverage for its students and the school is not responsible for any medical expenses incurred by its students.

Independent Study
Under exceptional circumstances, a request to complete a required course through independent study may be granted. The method of course completion, including but not limited to, specific assignments, deadlines, and examination dates, will be under the supervision of a faculty member. Some courses may not be suitable for this format; graduate courses (500-level and above) are not offered in an independent study format. The circumstances under which independent study will be approved are very limited. A request must be approved by the dean of education, campus administrator or campus director and approval will be contingent on availability.

Name and State of Residence Changes
A student whose name has changed must provide the campus with a social security card showing the new name. This is required before any official records can be updated. Documents regarding the name change will be stored in secure financial aid documents. Please contact the campus if your state of residence has changed and provide the new address. A student who changes his or her state of residence to a state where the institution does not meet state requirements may be ineligible for Title IV and HEA funds. A change in state location may also impact eligibility for program licensure or certification requirements in the state.

Office Hours
Monday through Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:30 a.m. – 4:00 p.m.

Online Education
Students enrolled at Broadview University, the Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equivalent online courses and programs. Online courses are administered through a centralized, shared virtual learning environment, CampusConnect, and delivered by campuses that are approved for online delivery.

This mode of delivery offers flexibility and convenience for busy students. Students can access course material within broad time frames that accommodate their schedules. Assignments and activities are conducted through chat, email, discussion boards, webinars, and online tutorials. Courses are divided into units, with assignments and learning activities required each week (see Attendance Requirements section of this catalog). Some courses may offer scheduled meeting times for live lectures and office hours. A student should contact the academic services department with any education questions and contact the service desk with any technical issues including those involving CampusConnect.

In order to register for an online course, a student must, at a minimum, have consistent access to the Internet multiple times per week. Some online courses require certain software packages, which can be purchased through the online bookstore.
It is highly recommended that students have their own computer equipped with the system requirements in order to succeed in online courses:

<table>
<thead>
<tr>
<th>Internet Connection</th>
<th>Broadband (cable or DSL) 10 Mbps minimum, 20 Mbps recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware</td>
<td>Any computer purchased new within 2 years of your start date</td>
</tr>
<tr>
<td></td>
<td>(computer, laptop, Surface)</td>
</tr>
<tr>
<td></td>
<td>Minimum Recommended Specs:</td>
</tr>
<tr>
<td></td>
<td>• Processor: Intel i3 or AMD A8</td>
</tr>
<tr>
<td></td>
<td>• Memory: 4GB or higher</td>
</tr>
<tr>
<td></td>
<td>• Storage: 64GB minimum with 20% free space</td>
</tr>
<tr>
<td></td>
<td>• Must be WiFi capable</td>
</tr>
<tr>
<td>Note: Kindle Fire, generic tablet are not acceptable devices</td>
<td></td>
</tr>
<tr>
<td>Operating System</td>
<td>Microsoft Windows 7 or higher, Windows 10 preferred</td>
</tr>
<tr>
<td></td>
<td>Apple OS X v10.10 (Yosemite) or higher, OS X v10.11 (El Capitan)</td>
</tr>
<tr>
<td>Software</td>
<td>MSOffice 2010 or higher (Microsoft Office Professional 2016 is required for some classes). Note: Current versions of MS Office are available to active students for Windows and Mac at no charge. Additional software may be required depending on the class, however, most of the required software is available for students within CampusConnect at no additional charge. We also recommend antivirus software and personal Firewall</td>
</tr>
<tr>
<td>Browser</td>
<td>Current versions of Chrome, Internet Explorer, Firefox and/or Safari (OS 10 Only)</td>
</tr>
<tr>
<td>Email Capabilities</td>
<td>An email account through the college email system is provided and required</td>
</tr>
<tr>
<td>Internet/Computer Access</td>
<td>Students who do not own a computer must have consistent access multiple times per week to a computer that meets these minimum requirements</td>
</tr>
</tbody>
</table>

All first-time online students must successfully complete the Online Orientation within CampusConnect before starting their first online class. This orientation will teach students how to use all of the online learning tools within CampusConnect, BVU’s online learning environment. CampusConnect is a comprehensive virtual campus that will allow students to access all of their online course and school resources in one convenient location. The online orientation will be facilitated in CampusConnect by a centralized instructor who is available to assist students with completing the training successfully and preparing them to begin their first online class. Students also have an individual on campus who can assist with online questions.

Students will receive an email at their student email account with information on how to start the online orientation and all students should start the orientation course within 72 hours of receipt of their orientation invitation email.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and log in and participate in the course at least once per week throughout the quarter. It is highly recommended that a student registered in an online course log in to his/her course at least three different days per week each week of the quarter.

Non-Discrimination Policy

Broadview Education Consortium institutions offer equal opportunities in all of their academic programs or activities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Broadview University strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses.

Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

**Angie Norbeck, Vice President of Academic Affairs**
Broadview University – Central Support Office
8089 Globe Drive, Third Floor
Woodbury, Minnesota 55125
Phone: 651-447-8287
Email: anorbeck@broadviewuniversity.edu

**Marc Glutz, Campus Director**
Broadview University - West Jordan
1902 West 7800 South
West Jordan, Utah 84088
Phone: 385-429-7992
Email: mg GLUTZ@broadviewuniversity.edu

These individuals have been adequately trained and are responsible for investigating complaints of non-compliance. General procedures for the resolution of grievances can be found in the Grievance Policy section of this catalog. Grievances will be resolved promptly and equitably.

For further information on notice of non-discrimination see the information below for the office that serves your area, or call 1-800-421-3481.

**The OCR Office for Utah:**
Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310 Denver, Colorado 80204-3582
Phone: 303-844-5695  TDD: 877-521-2172  Fax: 303-844-4303
Email: OCR.Denver@ed.gov

**The OCR National Headquarters:**
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue Southwest, Washington, D.C. 20202-1100
Phone: 800-421-3481  TDD: 877-521-2172  Fax: 202-453-6012
Email: OCR@ed.gov

**Refresher Courses**

Any graduate* of Broadview University may return and audit any previously completed course. A graduate who wishes to exercise this option should contact the dean of education or campus administrator at the campus. The graduate will be assigned to a class for auditing, tuition-free, on a space available basis. The student may attend the course for only the cost of books, fees, and/or supplies.

Additional costs for Veterinary Technology: Students are charged $5 per quarter to help offset costs the school incurs to cover students for professional liability coverage. The school does not provide health insurance coverage for students. Refer to the Health Insurance section of the catalog.

*Refresher courses are not applicable to Certificate in Muscle Activation Techniques® Specialist graduates.

**Schedule Changes, Withdrawals and Re-Entries**

Permission for a change in the program of study or class schedule must be obtained from the dean of education or campus administrator. A student who wishes to withdraw from a program must notify the dean of education or campus administrator in advance of withdrawal. A student who wishes to re-enter a program must contact the academic services department for an appointment.
Sexual Harassment/Sexual Assault

Broadview University regards sexual harassment and/or sexual assault of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Utah Antidiscrimination Act, and Title IX of the Education Amendments, and is punishable under both federal and state laws. A student who experiences sexual harassment and/or sexual assault is encouraged to inform the dean of education or campus administrator and, if appropriate, register a complaint. As sexual harassment /assault is a discriminatory act, please see the Non-Discrimination Policy section of this catalog for contact information at individual campuses.

Bullying

Broadview University regards bullying of others by employees or students as unacceptable behavior and is just cause for disciplinary action. A student who experiences bullying is encouraged to inform the dean of education or campus administrator and, if appropriate, register a complaint.

Student Course Load Policy

In order to complete a degree in the standard time frame (one and one-half to two years for an associate degree and three years for a bachelor’s degree), a student must complete an average of 15 credits per quarter, based on attending four quarters a year. That course load may include credits earned in the following ways: at the student’s home campus, online, through attendance at a non-home campus or school for which a consortium agreement exists, and through externship/internship hours.

Students with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Broadview Education Consortium member schools.

Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. Broadview University is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity, those that represent a personal service, or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the dean of education or campus administrator at the student’s home campus, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.

2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.

3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student’s responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the dean of education or campus administrator at your home campus.

Termination by the Institution

The institution reserves the right to terminate the enrollment of any student who engages in the following:

- Failure to maintain passing grades
- Tardiness or absences in excess of school policy
- Failure to pay school financial account
- Destruction of or damage to any property of the school (the student may also be held liable for repair or replacement of the damaged property)
- Unlawful or improper conduct (including academic dishonesty)
- Conduct contrary to the best interest of the school or that reflects discredit upon the school
- Behavior disruptive of normal classroom conduct

Transcripts

A copy of each student’s transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974. There is a processing fee of $5.00 for each official transcript.

Transcripts issued by Broadview University will include the student’s coursework completed at Broadview University and any additional coursework completed at Globe University, Minnesota School of Business, the Institute of Production and Recording, and/ or Minnesota School of Cosmetology.

ACADEMIC INFORMATION

Add/Drop Period

The first five business days of each course session (and the first business day of the second week of the quarter for individual classes that meet for the first time on Saturday of the first week of the course) are designated as the “add/drop period” for schedule changes involving individual courses. By the end of the five-day period, each individual’s schedule will be in place for the remainder of the course length. Individual courses dropped during this period will not appear on a student’s transcript and no tuition will be charged. Students who attend classes within the add/drop period and completely withdraw from school during the first week will be charged for the portion of the classes attended and receive a grade of W. Courses that a student has attended and dropped after the add/drop period will appear on the student’s transcript. Tuition and applicable fees for the course will be charged to the student’s account.
Attendence Requirements
Students are expected to be present and on time for all residential class meetings. Broadview University does not distinguish types of absence. Instead, attendance is monitored for all class sessions and is recorded as actual time attended. Any time missed from a scheduled class is considered time absent. The student is responsible for notifying the academic services department of any absences. The student is also responsible for communicating with his/her instructor when absent from part or all of a class to determine missed assignments, due dates, and his/her eligibility for submitting missed class work.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and participate (post discussion boards, complete quizzes, test, or assignments) in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course environment. It is highly recommended that students registered in online courses log into each course at least three different days a week each week of the quarter.

Ten consecutive business days of absences from one or more courses will result in the administrative withdrawal from such course(s) and may lead to discontinuation of enrollment at BVU. In addition, 20 percent of the required contact hours missed from a course may lead to an inability to complete required course material.

This may result in failure of the course(s) and may lead to discontinuation of enrollment at BVU. A student not in attendance by the end of the add/drop period may be dropped from all courses and withdrawn from school.

Regular and punctual attendance is a very important part of training for employment. Undergraduate student who achieves perfect attendance in a given quarter will receive a 25% discount off one merchandise item purchased the quarter following the student’s achievement. Perfect attendance for residential courses is defined as being present for the full length of every class period for which the student is registered for the entire length of the quarter. Perfect attendance for online courses is defined as meeting the discussion board deadlines and expectations each week (Monday through Sunday), outlined in the Online Class Expectations of every online course. Perfect attendance for hybrid courses is defined as participating once a week in the online component of the course and present for the full length of every residential class session. The perfect attendance award will only be granted to students who are actively taking classes in the quarter immediately following the earning of the perfect attendance award. Students who take a quarter off will forego the perfect attendance discount.

Audit Policy
An audited course is one in which a student who is enrolled in a program and is actively taking classes is allowed to attend class and participate. The student is expected to fulfill the audit agreement as determined by the dean of education or campus administrator and is encouraged to participate fully in all aspects of the class. A student who wishes to audit a course must obtain permission from the dean of education or campus administrator and register for the course. A student may not change a course registration from credit to audit after the add/drop period. A student auditing a course will be responsible for the cost of books and/or supplies and fees associated with the course. Any graduate of BVU may return and audit any previously completed course as a refresher (please see Refresher Courses in the General Information section of this catalog).

Conduct
A student must establish and maintain a record of good standing throughout the student’s program. Good standing includes satisfactory attendance and academic performance as well as courteous personal behavior. Any conduct that disrupts the learning environment may result in permanent dismissal. The institution reserves the right to dismiss a student when personal conduct, attendance, or academic progress is considered to be unsatisfactory. The student will only be readmitted to school with the approval of the campus director and dean of education or campus administrator. Broadview University is committed to providing an open, diverse, and insightful learning environment in all of its residential and online courses. Communication in the online course environment should at all times be professional, courteous, and respectful of the diversity of the community.

Academic Dishonesty
Academic dishonesty includes cheating on tests or assignments, turning in work completed by others, turning in the same work or portions of the same work for different courses without the prior approval of the instructors, providing false or misleading information to faculty or staff members, unauthorized collaboration on any academic work that is intended to be completed individually or plagiarizing. All work submitted must be in the student’s own words and must cite the source of the idea where applicable.

Students who act dishonestly may receive a zero or receive a failing grade for the course. Repeated or serious violations may result in termination of educational privileges. If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this catalog.

Academic Freedom
Students are entitled to freedom in the classroom to engage in a range of activities involved in learning, but should be careful to avoid controversial matter that is unrelated to the subject.

Explicit Internet Content
Computers are located in public areas and, as such, material viewed is not private. Users must be considerate of other individuals using the public space and refrain from displaying materials that might reasonably be considered objectionable by others. In addition, the viewing of pornographic material may be grounds for sexual harassment charges by other users. Any such grievances will be investigated and resolved per the Broadview Education Consortium grievance policy in the Sexual Harassment/Sexual Assault section of this catalog. If use of the Internet becomes disruptive or objectionable, a librarian, staff, or faculty member may ask the offending user to leave and may result in permanent expulsion from school at any Broadview Education Consortium member campus.

Course Numbering
The following is a guideline for course numbers and sequencing:

00-99 Remedial coursework
100-149 Courses having no prerequisite and normally taken during the first quarter
150-199 Courses normally having prerequisites from the 100-149 level
200-249 Courses normally having prerequisites from the 150-199 level
250-299 Courses normally having prerequisites from the 200-249 level
300-499 Courses are upper-level and satisfy upper-level course requirements in bachelor’s degree programs
300-399 Courses normally having prerequisites from the 100-299 level
400-499 Courses normally having prerequisites from the 300-399 level
500-699 Courses normally at the graduate program level
Definitions of prerequisite, co-requisite, and concurrent:

- **Prerequisite**: Course must have been taken in a prior quarter
- **Co-requisite**: Course must be taken in the same quarter
- **Concurrent**: Course may be taken in the same quarter

**Diploma/Degree**

Upon successful completion of requirements for graduation, the school will award the appropriate diploma or degree.

**Grade Levels**

A student attending BVU will advance beyond freshman-grade level upon successful completion of 36 credits of training. Each additional 36 credits of successful training will represent advancement to the next grade level.

An undergraduate student taking 12 or more credits is full-time. An undergraduate student taking 9 to 11 credits is three-quarter time. An undergraduate student taking 6 to 8 credits is half-time. A Master's student taking 6 or more credits is full-time; a Master's student taking less than 6 credits is part-time.

**Grading**

The purpose of training at BVU is to prepare graduates for entry-level employment and success in their chosen careers. Grading is administered to correlate a student's progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and laboratory and the student's level of achievement on tests, assignments, laboratory projects, and final exams. Final grade reports will be available to students at the end of each quarter.

- **A** Excellent (4.0): Indicates a superior grasp of material as demonstrated by excellent performance on assignments and examinations, a strong predictor of career success.
- **AD Audit** (0.0): Indicates that the student audited this course and received no credit for the course.
- **B** Good (3.0): Indicates a good level of proficiency, a strong indication of career success.
- **C** Satisfactory (2.0): Indicates a satisfactory level of achievement to enable successful employment or completion of further coursework.
- **D** Unsatisfactory (1.0): Indicates a marginal level of achievement.
- **D* Unsatisfactory (0)**: Indicates unsatisfactory performance. A student earning a grade of a D* in any Veterinary Technology required course (see Program Specific Grading Requirements section) must repeat that course satisfactorily prior to graduation.
- **F** Fail (0): Indicates unsatisfactory performance. A student earning a grade of F in any required course must repeat that course satisfactorily prior to graduation.
- **F* Fail**: Indicates that a student has failed this course and, in a subsequent quarter, has repeated the course and successfully completed the requirements.
- **FL Fail**: Indicates unsatisfactory performance in a pass/fail course. The student must repeat that course with a grade of pass prior to graduation.
- **FD Fail/Drop (0)**: Indicates that a student has dropped a class after the 75 percent completion point of the scheduled sessions for the class and failed to complete the requirements to earn a passing grade. The student must repeat any course required for graduation with a passing grade.

**I Incomplete (0)**: Indicates that a student has not completed all work required for the course because of some unusual event. Incomplete work must be made up. An I grade may be given only with the approval of the instructor and the dean of education or campus administrator. Incomplete work must be submitted no later than the second Friday after the end of the quarter the grade was issued. If the incomplete grade is not resolved by this deadline, it will be changed to an F and will be included in the cumulative grade point average.

- **NC Non-Credit (0.0)**: Indicates that a student completed a non-credit course and received no credit for the course.
- **P Proficiency through Advanced Standing**: Indicates that the student has earned credits for this course by successfully demonstrating proficiency through advanced standing.
- **PL Prior Learning (0)**: Indicates that a student has received credit for this course by successfully documenting prior learning, received outside of the traditional classroom, equivalent to the academic content.
- **PS Pass**: Indicates that the student has passed the course with a satisfactory level of achievement.

- **TR Transfer Credits**: Indicates that the student has earned transfer credits for this course at another institution or from another program of study at BVU.
- **W Withdrawal (0)**: Indicates that a student has withdrawn from the course prior to the 75 percent completion point of the scheduled sessions for the class.
- **WE Work Experience (0)**: Indicates that a student has received credit for this course by successfully documenting professional work experience closely related to the defined coursework.
- **WM Withdrawal for Military Duty (0)**: Indicates that a student has withdrawn from the course prior to 75 percent of the scheduled class meeting sessions due to military commitments.

**Program Specific Grading Requirements**

A grade of C or higher is required to pass courses in certain programs:

- AAS Veterinary Technology students must pass all VT courses and NS105 Biology with a grade of C or higher.

**Graduation Requirements**

In order to graduate, a student must attain an overall 2.0 cumulative grade point average, attain minimum skill requirements in the selected program, if applicable, and successfully complete all required courses in the program.

**Maximum Timeframe or Required Completion Rate Evaluation (as part of Satisfactory Academic Progress)**

The maximum timeframe/required completion rate allowed for a student to complete a program is one and one-half times the number of required credits for the program in which the student is enrolled. The maximum timeframe is calculated for each student and is reduced or increased to reflect course exemptions, transfer credits, the need for developmental courses, or changes in programs. A student is evaluated according to credit hours attempted versus credit hours completed.

In no case can a student, either as a regular student or in an extended enrollment status, exceed one and one-half times the standard timeframe as defined by the institution and receive the original academic credential for which he/she enrolled.
Honors
In order to stress the importance of academic performance, the institution awards academic honors recognition quarterly to qualifying students. A student must achieve a quarterly grade point average of 3.5 or above to achieve the honors recognition and a quarterly grade point average of 4.0 to achieve highest honors.

A student maintaining a cumulative grade point average of 3.5 or above will graduate with honors. A student maintaining a cumulative grade point average of 4.0 will graduate with highest honors.

The institution also recognizes perfect attendance.

Leave of Absence Policy
Broadview University does not offer leaves of absence.

Military Absence
As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time that the student is absent. The student must notify the campus academic services department and provide documentation including military orders or a letter of activation from the student's military unit indicating the specific dates of service.

A student on active duty who encounters an extended mission of a sensitive nature is eligible for military absence. In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission. Finally, a military student who successfully completed a sufficient amount of coursework before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student's academic needs, the student must contact the academic services department at his or her home campus. Lack of notification may result in ineligibility to receive these provisions.

Program/Curriculum Revisions
The school reserves the right to vary the sequence of courses and to revise curriculum content to upgrade program material. A student who drops from school for one or more quarters will be required to re-enter the program under catalog requirements current at the time of re-entry. Prerequisites for certain courses may be waived with the approval of the dean of education or campus administrator.

Re-Entry
The definition of a re-entry student is any student who drops from school after the first week of his/her initial quarter. The student must be out of school for at least one quarter or until the next start date. A re-entry student will be treated as a continuing student for all academic and financial requirements. A student who drops from school for one or more quarters will be required to re-enter the program under current catalog requirements. A student may have only one reinstatement unless extenuating circumstances exist.

Unit of Credit
A quarter credit earned is defined as the successful completion of a minimum of 10 hours of lecture, 20 hours of lab or 30 hours of internship, externship, and practicum.

Students should expect required assignments outside of the classroom hours identified on this syllabus. This time is used to prepare for class, to reinforce material already presented, and to advance skills. For each lecture hour, two hours of outside work is expected.

Withdrawal from School
A student who withdraws from school after the fifth business day of the initial quarter will have all attended courses recorded on the student’s transcript, and will be charged for the time attended.

Military Withdrawals
A student called to active military duty, and as a result is unable to complete the current quarter, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school’s receipt of duty orders. A full tuition refund will be applied to the student’s account for all courses for which the student is actively enrolled at the time of military activation. The student will be liable for any financial aid stipends received above the cost of tuition/fees/books for the quarter of enrollment.

Withdrawals
When a student withdraws from an individual course after the fifth business day of the quarter, the course will be recorded on the student’s transcript, and the student will be charged for the course.

Late Course Withdrawal
BVU understands there are times when extenuating circumstances occur that require reconsideration of the course withdrawal policy. If a student encounters mitigating circumstances after the last day to withdraw from a course with a grade of W, the student is encouraged to submit a written appeal to the dean of education or campus administrator. An appeal committee will determine whether the deadline will be waived, allowing the application of a W grade, or if the student will be held to the deadline. All decisions made by the committee are final.

Satisfactory Academic Progress
BVU Satisfactory Academic Progress Policy
Federal regulations require the academic services and financial aid departments to monitor the academic progress of all active students toward the completion of their program of study. This monitoring process is called Satisfactory Academic Progress (SAP). The complete academic record of a student’s current program is considered regardless of whether financial aid was received. In addition, BVU calculates Satisfactory Academic Progress for non-degree students in the area of cumulative grade point average and completion rate.

Academic progress is evaluated each quarter using three factors: grade point average, percentage of attempted credits completed, and maximum number of credits allowed. Failure to maintain satisfactory academic progress may result in cancellation of eligibility to receive Federal Title IV funding, institution-based scholarships or other financial aid.

SAP Requirements
In order to be making satisfactory progress, a student must meet all of the following requirements:
1. Achieve the cumulative grade point average (CGPA) required at each evaluation point.
2. Maintain a 67 percent cumulative completion rate. Completion Rate (CMFT%) is calculated as:
   \[
   \frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*}
   \]
3. Complete all program requirements within the maximum timeframe/maximum credits, which is 150 percent of the minimum number of credits required to graduate. For example, if a program requires 100 credits, the student may attempt a maximum of 150 credits.
The school will expel a student at the point that it is determined that the student will not be able to complete the program within the 150% maximum timeframe.

*Only credits of courses that may be applied to the student's current program of enrollment will be considered in the above equation.

How Courses are Counted
Successful completion of a course of study requires a grade of A, B, C, D or PS. Grades of F, D*, I, W, FL, and FD do not constitute successful completion of a course. See below for detailed information about the effect of grades on Satisfactory Academic Progress.

Grades of A, B, C and D Earned in Broadview University Courses
Courses with grades of A, B, C and D count as credits attempted and completed. These grades count toward the CGPA as follows: 
\[ A = 4.0, B = 3.0, C = 2.0 \text{ and } D = 1.0. \]

Grades of D* and F Earned in Broadview University Courses
Courses with grades of D*, FD and F count as credits attempted, but not completed and count toward the CGPA as 0 points.

If a course is repeated, only the most recent grade counts toward the CGPA. A course may only be attempted three times.

Pass/Fail Courses
Courses with a grade of PS count as credits attempted and completed. The course does not count towards the CGPA.

Courses with a grade of FL count as credits attempted but not completed and do not count toward the CGPA.

Dropped Courses and Course Repeats
Individual courses dropped during the first five business days of the quarter, with the exception of courses a student is scheduled to begin on the first Saturday of the quarter, are deleted from the student’s record and therefore do not count toward any SAP calculation.

Individual courses that begin on the first Saturday of a quarter and are dropped on or before the first business day after the first Saturday of the courses are deleted from the student’s record and therefore do not count toward any SAP calculation.

If a course is dropped after the fifth business day of the quarter, or in the case of courses beginning on the first Saturday of the quarter, on the first business day after the first Saturday of the course, but before the end of the seventy-five percent mark of a class, it counts as a withdrawal. Courses dropped after the ninth week will be issued a grade of F. If a course is repeated, only the most recent grade counts toward the CGPA; however, both courses will count as attempts and will be considered in the completion rate calculation. Courses dropped due to military commitments will not be considered in the completion rate calculation.

Incomplete Courses
Courses with grades of I and W are not complete and therefore count as credits attempted, but not earned. These grades are not factored into the CGPA, but are considered in calculating completion rate.

If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted, but not completed. An incomplete is not counted toward the CGPA. Whenever a student’s grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Course Repeats
If a course is repeated, only the most recent grade counts toward the CGPA. If a student drops an individual course during the add/drop period (first five business days of the quarter or as described for Saturday courses in the Dropped Courses and Course Repeats section), the course does not count as an attempt. If a student is still enrolled in the course when the add/drop period ends, the course will count as an attempt and will be considered in the completion rate, even if the student subsequently withdraws from the course. Students have three attempts at a course. Grades of W, D* and/or F count as credits attempted.

Transfer, Test-Out, Prior Learning, Audit and Work Experience Credit (Non-Punitive Grades)
Transfer (TR) credits count towards credits attempted and credits completed, and are not factored into the CGPA. Transfer credits will count in the 150 percent timeframe calculation.

Advanced standing (P) credits, prior learning (PL) credits, audit (AD) credits and work experience (WE) credits do not count toward credits attempted and credits completed, and are not factored into the CGPA.

Change in Program
If a student changes programs, all courses that can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum timeframe), including courses with grades of D*, W or F. Courses that are not in the new program are excluded from all SAP calculations. A determination of courses that may be included in the new program as electives will be made in consultation with the dean of education or campus administrator. A grade of D* will be changed to a D for courses that will count towards a program outside of Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards the Veterinary Technology program (see Grading and Program Specific Grading Requirements sections).

Additional Degrees
If a student earns a credential at BVU and enrolls in another program for an additional credential, all courses that have been successfully completed and can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum timeframe/maximum credits). Courses that are not in the new program, including courses with grades of D*, W or F, are excluded from all SAP calculations. A grade of D* will be changed to a D for courses that will count towards a program outside of Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards the Veterinary Technology program (see Grading and Program Specific Grading Requirements sections).

Non-Credit/Remedial Courses
A student not seeking an academic credential will be measured by SAP. Lab (remedial) courses may be required as part of the student’s program based on the student’s placement test score. The foundations courses will then be included in both the qualitative and quantitative calculations, with the overall program credit requirements increasing to reflect the lab course(s).


**Evaluation Points and Standards**

A student in active status is evaluated at the end of each quarter. The following evaluation standards are based on maximum program length and credits attempted. The maximum program length is 150 percent of the total credits required for program completion. All applicable courses attempted are included in this evaluation measurement. Any time a student is unable to complete a program within the maximum timeframe/maximum credits allowed, or to meet the minimum grade point average required to graduate, the student will lose financial aid eligibility and will be expelled from school.

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Required Minimum Completion Rate CMFT%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 credits attempted</td>
<td>1.00</td>
<td>Warning</td>
</tr>
<tr>
<td>8-15 credits attempted</td>
<td>1.25</td>
<td>Warning</td>
</tr>
<tr>
<td>16-23 credits attempted</td>
<td>1.50</td>
<td>Warning</td>
</tr>
<tr>
<td>24 and above credits attempted</td>
<td>2.00</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Individual program standards tables listing all evaluation points, expected minimum qualitative and quantitative standards, and the results if those standards are not met, are available in the academic services offices.

**Warning**

A student who does not meet the indicated standard(s) at a required evaluation point that prescribes Warning as a result will be placed on Academic Warning (see Evaluation Points and Standards chart). A student who has met the indicated standard(s) at a required evaluation point that prescribes Warning as a result will be placed on warning if not meeting SAP requirements (see Evaluation Points and Standards chart). A warning notice will be distributed within ten business days of the end of the quarter. The warning notice will also inform the student what GPA the student must achieve and the number of credits the student must successfully complete by the end of the warning quarter in order to meet the minimum requirements by the next evaluation point. The student will only be granted one quarter of warning status. The student will be expected to meet with the academic services department to ensure the student understands the application of satisfactory academic progress standards, and must sign a consultation form to verify that understanding. A student will only be allowed one quarter on warning status. At the end of this paragraph: A student who does not meet the minimum requirements by the next evaluation point will be expelled.

**Expulsion**

A student who, at an evaluation point that requires Expulsion (see Evaluation Points and Standards chart), does not achieve the minimum requirements will be expelled from school and financial aid. The student will be notified in writing of the expulsion within ten business days of the end of the quarter. It is recommended that the student meet with the dean of education/campus administrator to ensure the student understands the application of satisfactory academic progress standards and sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

**Financial Aid Expulsion - Extended Enrollment Status**

An expelled student may request to enter extended enrollment status for one quarter to retake courses in order to meet SAP requirements. A student in extended enrollment status will be charged full tuition and fees and will not be eligible to receive financial aid.

If the student has not met the minimum requirements for the evaluation point at the end of the extended enrollment quarter, the student will remain in extended enrollment status, provided the student has earned a minimum quarter grade point average of at least 2.0 and a quarter completion rate of at least 67 percent. A course taken while a student is in extended enrollment status will count as credits attempted in the completion rate calculation and the grade for the repeated course will replace the previous course grade in the CGPA calculation. The student will remain expelled from financial aid until meeting the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum timeframe/ maximum credit limit (150 percent of program length) either as a regular student or in an extended enrollment status and receive the original credential for which enrolled.

**Reinstatement**

A student who meets SAP requirements during the extended enrollment period will be reinstated as a regular student and will be eligible to receive financial aid.

![Evaluation Points and Standards Chart](chart.png)
Appeals and Mitigating Circumstances

A student who disagrees with the application of Satisfactory Academic Progress standards, or feels that there are mitigating circumstances may appeal in writing to the dean of education or campus administrator. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus and corporate appeals committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student’s satisfactory academic progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted an appeal for mitigating circumstances will be placed on Probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student will be eligible for financial aid as long as the conditions on the consultation form are met. Enrollment of a student who fails to meet those conditions will be expelled.

Program Transfer

A student interested in transferring between programs may do so a maximum of two times, or at the discretion of the dean of education or campus administrator. A student must be meeting Satisfactory Academic Progress requirements to be eligible for a program transfer. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. A student transferring between programs must complete a status change form with the academic services department.

Graduation Requirement

In order to graduate, a student must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

STUDENT SERVICES

Employment Assistance

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

To ensure students are receiving the most benefit from the available campus resources, we encourage all students to meet with career services staff early in their programs and maintain contact throughout their education. This will increase their chances for securing employment in their chosen career field.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult the career services department for advice on networking and interviewing skills.

In addition, students participate in a career capstone course, which focuses on career exploration, job search tools and resources, and professionalism. Students develop career-planning strategies in preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and employers of record are sent out after graduation.

The career services department will release information specific to a student or graduate’s career search when the student or graduate has granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

In addition, graduates and employers are encouraged, when appropriate, to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

Tutoring

Every effort will be made to find a tutor for a student who has shown adequate attendance in a course for which a tutor has been requested. Tutors are instructor-recommended students who provide assistance to classmates in one-on-one or group meetings. Students should know that there is no guarantee that tutors will always be available.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the registrar, academic services department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request amendment of the student’s education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the campus director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent of disclosure include the following:
   - Disclosure to officials with legitimate educational interests: A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   - Disclosure, without the written consent or knowledge of the student or parent, of personally identifiable information from the student’s education records to the Attorney General of the United States or to the Attorney General’s designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.
• Disclosure, without the written consent or knowledge of the student or parent, of information from a student’s education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:
  - Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
  - Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Notification requirements and recordation requirements do not apply.
  - All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
  - Disclosure, without the written consent or knowledge of the student or parent, of information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger to student or others must be present.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, D.C. 20202-4605.

Directory Information

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the campus director within 15 days after the student starts classes.

The following items are maintained in all student files:
  • Information to support evidence of admissions requirements, including entrance or placement examination test scores; attestation statement; evidence of having received information on hepatitis A, B and C; signed enrollment agreement; and evidence of a personal interview with admissions.
  • Any test-outs, transcripts and/or supporting documents to support the application of transfer credits, prior learning assessment and/or advanced standing credit.
  • Any status change forms to support a change from the original enrollment agreement and/or to indicate date and reason of completion or termination of active student status.
  • Registration forms where applicable.
  • Other information pertinent to the student’s education, contact information and permanent student file.

• Student financial aid documents including ISIR, FAFSA, school application and promissory notes.
• All verification documentation (taxes, worksheets, earnings records, etc.), professional judgment materials, student authorizations, scholarship applications, entrance and exit documents and/or materials to support fund source payments.
• Record of any student grievance and subsequent resolution.
• After a period of six years from the student’s last date of attendance, the file may be purged. The following information will be electronically maintained indefinitely:
  • Student transcript (showing dates of attendance and all grades received)
  • Student ledger card (showing all charges and payments made by or on behalf of the student)

Directory information includes the student’s name, date of birth, address and email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean’s list or equivalent; attendance status (full-time or part-time); and dates of attendance (the period of time a student attends or attended the college not to include specific daily records of attendance).

A student may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined above. To do so, the student must make the request in writing to “Registrar” at the student’s home campus: Broadview University-West Jordan, 1902 West 7800 South, West Jordan, UT 84088

Once filed, this becomes a permanent part of the student’s record until the student, in writing, instructs the institution to remove the request.
GRADUATE DEGREE PROGRAM

Master of Science in Management (MS) Degree Program Entrance Requirements

An MS in Management program applicant must provide the following documentation prior to acceptance into the program:

1. An official undergraduate/graduate transcript, which demonstrates completion of a baccalaureate degree as required for the selected emphasis; a documented international transcript may be considered equivalent based on evaluation by, and approval of, academic services department personnel.

<table>
<thead>
<tr>
<th>MS in Management</th>
<th>Required baccalaureate degree and major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Management</td>
<td>Bachelor of Science degree in Health Care Administration/Management, Nursing, or relevant technical/professional health care discipline</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Bachelor of Science degree in Information Technology (IT), Computer Science, IT Engineering, or relevant technical/professional IT discipline</td>
</tr>
<tr>
<td>Managerial Leadership</td>
<td>Bachelor of Science degree in Business Administration, Management, or relevant business/management discipline</td>
</tr>
</tbody>
</table>

Bachelor of Arts or other baccalaureate degrees in relevant disciplines may be considered equivalent based on evaluation by, and approval of, academic services department personnel.

2. A current professional résumé.
3. Two professional letters of recommendation which discuss the professional experiences or academic strengths of the applicant in his/her selected area of emphasis.
4. A completed Goals and Objectives Questionnaire.
5. An international applicant must provide an attestation of English proficiency completed as part of the student's undergraduate degree documentation.

Upon receipt of the documents listed above, the program administrator (or designee) will conduct an interview to determine the applicant's acceptance into the program. The program administrator (or designee) will complete a Student Evaluation Form as an objective assessment to determine whether the applicant will be accepted into the MS in Management program.

The MS in Management program applicant must receive at least the minimum score on the Student Evaluation Form. A copy of this form is available from the admissions department staff.

After the interview, one of the following actions will take place:

- The interviewer will recommend acceptance and the registration process will be completed.
- The applicant will be encouraged to take specific undergraduate coursework or to gain professional experience before reapplying for admission into the program.
- As a condition of an international applicant’s acceptance into the program, the student will be required to provide an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer) or 79 (Internet); or a comparable International English Language Testing System (IELTS) score on the IELTS – Academic version.

Candidates seeking entrance into our master’s programs may not apply more than once per quarter.

Master’s Degree Programs Transfer of Credit and Work Experience Policy

A minimum of 50 percent of total graduate credits must be completed at BVU; remaining credits may be earned through a combination of transfer credits from an approved institution or professional work experience as defined in the Transfer of Credit and Professional Work Experience sections of this catalog only. Transfer credits/professional work experience equivalency credit may not be submitted for RS600 or RS651; these courses must be taken as part of the BVU student's program of study. Students must submit their request and supporting rationale for work experience (WE) credit to a school official within their first quarter of enrollment in the program. Within two weeks of their submission, a meeting will be scheduled with the program administration to determine the validity of the request, approval for submission, and a deadline for submitting each request. No requests will be considered that have not been qualified within the first quarter.

The determination of whether the work experience packet fulfills the course requirements and grants credit equivalency will be made when the complete packet is submitted within the deadline by the academic services department/program administrator. All determinations are final; no resubmissions will be accepted.

Students who choose to pursue a second master’s degree from BVU must complete RS657 Business Plan/Project: Secondary Implications. In this course, students are required to create a plan/project that is an extended investigation, application, or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market, and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to the student's RS651 plan/project.

Graduate Degree Program Satisfactory Academic Progress Policy

BVU Graduate Students

Federal regulations require BVU to monitor the academic progress of all students towards the completion of their programs. Students’ complete academic records are considered, regardless of whether financial aid was received each quarter. This monitoring process is called Satisfactory Academic Progress (SAP).

Academic progress is evaluated each quarter of enrollment using three factors: grade point average, percentage of attempted credit hours completed, and maximum credits of eligibility in which to complete a program. A student’s failure to maintain SAP will result in cancellation of the student’s eligibility to receive funds from Federal Title IV, institution-based scholarships or other financial aid.

SAP Requirements

1. Achieve the Cumulative Grade Point Average (CGPA) required at each evaluation point.
2. Cumulative Maximum Timeframe Completion Rate (CMTF%): Complete and pass the minimum percentage of cumulative credit hours attempted that is required at each evaluation point. CMTF% is calculated as follows:

\[
\text{CMTF}\% = \frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*} 
\]

*Credit of applicable courses to current program of enrollment will
be considered in the above equation.

3. Complete all degree requirements within 150 percent of the minimum number of credits required to graduate. A student who has attempted 150 percent of the minimum credits required to graduate is no longer eligible for financial aid or eligible to receive the original academic credential for which the student enrolled.

4. A graduate student is required to complete all 500-level courses within five years of the start date of the student’s first program course. An additional two years are available for the student to complete the required 600-level courses. The total maximum timeframe in chronological terms is seven years.

Definitions
Successful completion of a course requires a grade of A, B, or C. A grade of D, F, I, or W does not constitute successful completion of a course. In the case of a class taken more than once, the last grade received will count towards the CGPA and the credits for both attempts will be counted toward credits completed for the completion rate. See below for more detailed information of the effect of grades on SAP.

Course Withdrawals
Credits for all courses from which the student has withdrawn after the drop deadline will be counted in the cumulative credits attempted. All dropped courses receiving a grade of W will be counted in credits attempted, but not earned.

Incomplete Courses
Credits for all incomplete courses will be counted as credits attempted, but not earned in the quarter of enrollment. Incomplete grades must be completed by the last day of late registration of the subsequent quarter (unless special approval is received from the dean of education or campus administrator). An incomplete grade not completed by the deadline will be changed to an F and will be included in the cumulative grade point average. The final grade awarded for the course will be included in the calculation of the cumulative grade point average.

Course Repeats
Credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may only repeat an unsuccessful (failed or dropped) course two times, for a maximum of three attempts per course allowed. The last grade received will replace any previous course grade in the calculation of the cumulative grade point average.

Non-Punitive Grades
Transfer credit (TR) from other institutions will count towards credits attempted and credits earned. Advanced standing (P), prior learning (PL), audit (AD) and work experience (WE) credits do not impact SAP in either CGPA or credits attempted or earned. The total number of credits awarded will be subtracted from the total program credits in calculating 1.5 times the program length.

Non-Credit/Remedial Courses
A student in a non-degree seeking status will not be measured by this policy; however, once the student enrolls as a degree-seeking student and starts the first course toward the degree, the maximum program length of five years will begin.

Evaluation Points and Standards
Students are evaluated quarterly. Through the initial 49 percent of the program, a student must achieve a minimum cumulative grade point average of 2.8 and minimum cumulative maximum timeframe of 60 percent or be placed on warning. When a student meets the 50 percent mark of attempted credits for program completion, the student must achieve a cumulative grade point average of 3.0 and cumulative maximum timeframe of 67 percent or be expelled.

<table>
<thead>
<tr>
<th>Formal Evaluation Point</th>
<th>Required Minimum CGPA</th>
<th>Required Minimum CMTF%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly evaluations through 49% of program completion</td>
<td>2.8</td>
<td>60%</td>
<td>Warning*</td>
</tr>
<tr>
<td>50%</td>
<td>3.0</td>
<td>67%</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

*Please see paragraph titled “Warning” for further information on conditions required for warning.

Academic Alert
Prior to 50 percent of program completion, a student will be placed on Academic Alert at the end of any quarter in which the student fails to meet either a 3.0 CGPA or 67 CMTF%.

The student will receive written notification within ten business days of the end of the quarter that the student has been placed on academic alert. The academic alert will also inform the student what GPA must be achieved and the number of credits that must be successfully completed in order to meet the minimum CGPA and CMTF% required at the next evaluation point. During the quarter the student is placed on academic alert, the student will be able to receive financial aid.

Warning
A student not achieving the required minimum CGPA (2.8) or CMTF% (60 percent) at a quarterly evaluation point up to 50 percent of program completion will be placed on Academic Warning. A student on warning is eligible for financial aid.

Warning notices will be distributed within ten business days of the end of the quarter. The warning notice will inform a student what GPA must be achieved and the number of credits that must be successfully completed by the end of the warning quarter in order to meet the minimum CGPA and CMTF% required at the next evaluation point. The student will be expected to meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards. Additional support services will be discussed as necessary.

At the end of the warning quarter, if the student does not meet the minimum requirements by the end of the warning quarter the student will be expelled from school. The student will only be allowed one quarter on warning status.

Expulsion
A student will be expelled from school and financial aid if the student does not achieve the minimum CGPA or CMTF% at an evaluation point that requires expulsion (see Evaluation Points and Standards chart). Expulsion will also occur at the end of the second consecutive warning quarter if the student fails to meet the minimum CGPA or CMTF% required by the next evaluation point. Expulsion notices will be distributed within ten business days of the end of the quarter.
Financial Aid Expulsion - Extended Enrollment Status
An expelled student may enroll in an extended enrollment status for one quarter to retake courses or to practice skills at which the student was previously unsuccessful. A student in extended enrollment status will be charged the appropriate tuition and fees. The student will remain expelled from financial aid until meeting the minimum CGPA and CMTF% specified for the next evaluation point. The expulsion notice will also inform the student what GPA must be achieved and the number of credits that must be successfully completed in order to meet those minimum CGPA and CMTF% requirements. The student will also be expected to meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards. Additional support services will be discussed as necessary.

Courses taken while a student is in extended enrollment status will count as credits attempted in the CMTF% calculation. Repeated courses will replace any previous course grade in the CGPA calculation. In no case can a student exceed the maximum timeframe/maximum credits limit (150 percent of the program’s length), either as regular student or in an extended enrollment status, and receive the original credential for which the student enrolled.

Reinstatement
If a student demonstrates during the quarter of extended enrollment status that the student is academically and motivationally prepared to continue in the program, the student will be reinstated as a regular student and placed on warning for one quarter, provided the student earned a minimum quarter GPA of 3.0 and completion rate of 67 percent during the extended enrollment. However, the student will remain expelled from financial aid until meeting the minimum CGPA and CMTF% required for the next evaluation point. A student will be dismissed from school if the student fails to demonstrate during the quarter of extended enrollment status that the student is academically and motivationally prepared to continue in the program and/or does not earn a minimum quarter GPA of 3.0 and completion rate of 67 percent during the extended enrollment quarter.

Appeals and Mitigating Circumstances
A student who disagrees with the application of Satisfactory Academic Progress standards, or feels that there are mitigating circumstances may appeal in writing to the dean of education or campus administrator. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus and corporate appeals committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student’s satisfactory academic progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted an appeal for mitigating circumstances will be placed on Probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student will be eligible for financial aid as long as the conditions on the consultation form are met. A student that fails to meet the conditions of their appeal will have their enrollment terminated.

Transfer Students
For those courses that apply and are accepted toward the student’s program, only the credits associated with those courses will be transferred, not the grades. As such, the transferred credits will be counted in the CMTF% calculation. Credits at the Master’s level are accepted or transferred only if a grade of B or higher was earned.

Graduation Requirement
In order to graduate, a student must attain an overall 3.0 cumulative grade point average and complete the program within 150 percent of the maximum timeframe/maximum credits.
PROGRAM/MODULE INFORMATION

Broadview University Programs
This chart displays the programs/modules at Broadview University. Programs/modules offered may change; please check with campus staff for the most current information.

Note: BOL is the online division of Broadview University – West Jordan.

Campus Legend
WJ = West Jordan  BOL = BVU-Online Division

<table>
<thead>
<tr>
<th>Program/Module</th>
<th>WJ</th>
<th>BOL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MASTER’S DEGREE PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Science in Management</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Master of Science in Management includes the following emphases:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Management</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Managerial Leadership</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td><strong>BACHELOR OF SCIENCE DEGREE PROGRAMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Science</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Health Care Management</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td><strong>ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Science</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td><strong>CERTIFICATE PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Muscle Activation Techniques® Specialist</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td><strong>MAT® NON-CREDIT, SHORT-TERM MODULES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT® Specialist Modules</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>MAT® Refresher Modules</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>MAT® Mastery Modules</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>
OBJECTIVES
The primary objective of the Master of Science in Management (MS in Management) degree program is to provide graduate education for local, regional, national, and international professionals who wish to advance their knowledge of management within specific industries and professions. The curriculum includes current case studies and operations management principles. Program graduates will be prepared for management positions within their current professions. The MS in Management degree program is designed for working professionals who hold undergraduate degrees and have industry experience in specific disciplines. Through a number of exercises and assignments, students apply business management principles in their workplaces and industries. Throughout the program, students focus on best management practices within their selected emphasis.

CAREER OPPORTUNITIES: Graduates from the Master of Science in Management will be prepared for entry-level employment in a variety of fields including, but not limited to: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO), Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager, Office Manager, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst.

The goal of this program is to prepare graduates who are able to:
1. Synthesize financial data for decision-making and recommend strategies applicable for their workplace and industry.
2. Evaluate approaches used to communicate complex concepts, including those that impact teamwork and motivation.
3. Assess the legal and ethical challenges facing organizations today and choose strategies that uphold governmental regulations, with specific focus on area of emphasis (health care, technology and leadership).
4. Generate and persuasively communicate research to develop effective business management solutions.
5. Integrate effective operations management principles in a global environment, as well as in their specific workplaces and industries.

Additional goals specific to Areas of Emphasis:

Health Care Management
1. Formulate innovative solutions to affect health care personnel shortages.
2. Command knowledge and develop compliant processes for managing the complex maze of government law and regulations in health care.

Information Technology
1. Formulate innovative solutions designed to affect the organization and management of IT personnel, including outsourcing.
2. Design a project management model for engineering efficient technology solutions, analyzing systems security, and conducting risk assessments.

Managerial Leadership
1. Develop effective practices for human resource aspects of organizational planning to include hiring, employee bargaining, training and professional development.
2. Create strategies to improve operational effectiveness through developing leaders to maximize their influence and motivate employees to find purpose and meaning in the organizational mission.

CORE REQUIREMENTS
(Graduate course descriptions begin on page 36 of this catalog.)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG510</td>
<td>Managerial Communications*</td>
<td>4</td>
</tr>
<tr>
<td>MG531</td>
<td>Team Work/Group Management Tools</td>
<td>4</td>
</tr>
<tr>
<td>MG551</td>
<td>Politics of Leadership in a Global Economy*</td>
<td>4</td>
</tr>
<tr>
<td>MG601</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>MG610</td>
<td>Applications of Resource Management**</td>
<td>4</td>
</tr>
<tr>
<td>RS600</td>
<td>Research and Business Project Development</td>
<td>4</td>
</tr>
<tr>
<td>RS651‡</td>
<td>Business Plan/Project**</td>
<td>5</td>
</tr>
</tbody>
</table>

Students will select one of the following courses:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC505</td>
<td>Fiscal Resources: Impact on Management</td>
<td>5</td>
</tr>
<tr>
<td>AC310</td>
<td>Fiscal Resources: Management P†</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Core Requirement Minimum Requirement: 34 Credits

AREAS OF EMPHASIS
A minimum of 20 elective credits must be earned from one of the following emphases:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG565</td>
<td>Case Studies in Health Care Personnel Management</td>
<td>5</td>
</tr>
<tr>
<td>MG567</td>
<td>Case Studies in Health Care Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MG568</td>
<td>Applications of Health Care Administration**</td>
<td>5</td>
</tr>
<tr>
<td>MG569</td>
<td>Case Studies in Health Care Regulatory Affairs</td>
<td>5</td>
</tr>
<tr>
<td>IS577</td>
<td>Case Studies in IT Security Management and Ethics</td>
<td>5</td>
</tr>
<tr>
<td>IS578</td>
<td>Applications of Information Systems Management**</td>
<td>5</td>
</tr>
<tr>
<td>MG575</td>
<td>Case Studies in IT Personnel Management</td>
<td>5</td>
</tr>
<tr>
<td>TM576</td>
<td>Applications of Project Management**</td>
<td>5</td>
</tr>
<tr>
<td>MG545</td>
<td>Human Capital: Two-Sided Accountability*</td>
<td>5</td>
</tr>
<tr>
<td>MG552</td>
<td>Case Studies in Business Ethics and Law</td>
<td>5</td>
</tr>
<tr>
<td>MG554</td>
<td>Case Studies in Human Resource Management</td>
<td>5</td>
</tr>
<tr>
<td>MG558</td>
<td>Applications of Operations Management**</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Emphasis Minimum Credit Requirement: 20 Credits

Total Program Minimum Credit Requirement: 54 Credits
NOTES

*A student may receive a grade of C in only two of the courses that are denoted by an asterisk (*) after the course name. In all other courses, the student must achieve a grade of B or better to graduate from the program.

**MG610 and RS651, and electives IS578, MG558, MG568, and TM576, are practicum courses or contain a practicum component in which the student, under the direction of the course instructor and workplace mentor (as appropriate), will develop the specific practicum activities by following the course objectives and evaluation methods as per the specific course syllabus.

MS in Management Program Admissions and Academic Policies

Applicants should carefully review all master's program admissions requirements as well as transfer of credit, work experience, academic, and satisfactory academic progress (SAP) policies for the MS in Management program as listed in the Graduate Degree Programs section of the current catalog and addendum.

‡Second Master's Degree Program Requirement

Students who choose to pursue a second master's degree from GU/MSB or Broadview University, a Globe Education Network consortium member, must complete RS657 Business Plan/Project: Secondary Implications. In this course, students are required to create a plan/project that is an extended investigation, application or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to the student's RS651 plan/project.
ACCOUNTING

AC505 Fiscal Resources: Impact on Management 5 Credits
Prerequisite: None. This course is for the graduate student who does not have an accounting or finance background. It focuses on fundamental financial and accounting concepts. Studies in fiscal resource management emphasize the interpretation of financial statements and ways in which cost management influences various aspects of a business. Material is presented from a general manager’s perspective. Students investigate the development of financial plans and investment strategies, and how those processes influence management decisions.

AC510 Fiscal Resources Management I 5 Credits
Prerequisite: None. Students review basic accounting theory and principles and tax accounting management. The course focuses on managerial accounting concepts with an emphasis on budget forecasting and quantitative financial decision-making. The study of financial reports and accounting statements includes an analysis of product costing, long-term assets, liabilities and equity, and investment ratios in the context of national and international economic perspectives. Students investigate the statistical basis for financial forecasting and business investments, with an emphasis on interpretation of those statistics and understanding their impact on local, regional and national business financial decisions and investment strategies.

INFORMATION SYSTEMS

IS577 Case Studies in IT Security Management and Ethics 5 Credits
Prerequisite: None. This course reviews accountability issues related to control and security of data and information management systems. Students examine contemporary case studies in ethical management of knowledge and decision-making systems and analyze outcomes and effects of those systems on the organizations and the public. Finally, students present implications of their analyses.

IS578 Applications of Information Systems Management* 5 Credits
Prerequisite: MG531. Students assess and study development of effective information systems. They then map applications of information management systems for their organizations and departments/units. The mapping includes outlining organizational needs, relationships of IT departments within the organization and organizational frameworks, processes for prioritizing service and system implementation.

MANAGEMENT

MG510 Managerial Communications 4 Credits
Prerequisite: None. The course examines communication of business leaders, who manage the flow of information among themselves, other professionals and their clients. Analysis focuses on using written and oral communications for the effective exchange of ideas and on management’s interactions with a range of professional colleagues, including financial advisors, team leaders, sales associates and production team employees. The course also examines challenges diverse virtual mediums and global markets place on managers to effectively present, discuss and negotiate various transactions.

MG531 Team Work/Group Management Tools 4 Credits
Prerequisite: None. This course presents an investigation of the effect of cooperation, collaboration and teamwork on workplace climates. Research focuses on ways the management of work groups, as opposed to individuals, contributes to all aspects of development, production and sales. Students explore the dynamics of group behavior in all phases of operations in order to determine essential guidelines that enhance team productivity and meet the expectations and demands of the workplace.

MG545 Human Capital: Two-Sided Accountability 5 Credits
Prerequisite: AC505 or AC510. This course provides an in-depth examination of measurement of human capital based on a nonlinear, integrated approach, accounting for elements that balance ROI metrics with qualitative assessments. Studies emphasize the alignment of employee performance with improved recruitment, training and development and retention practices; the relationship of human resources and organizational development; and the balance of human capital investments and accountability.

MG551 Politics of Leadership in a Global Economy 4 Credits
Prerequisite: None. This course explores the political context of business, an arena in which leadership qualities define powerful managers. Topics include contemporary theories of control, motivation and persuasive communications, and how to successfully put those theories into practice in diverse work environments. Students research attributes of local, regional, national and international business leaders and analyze their commonalities and distinguishing characteristics. Through the lens of behavioral and human psychological theories, students examine the role and responsibility of the business leader in relation to employee and peer self-efficacy, group dynamics and workplace culture.

MG552 Case Studies in Business Ethics and Law 5 Credits
Prerequisite: None. This course enhances the learner’s analytical, collaborative and communication skills through the study group approach to examination of case studies in business ethics and law. Student teams study challenges facing business leaders regarding responsibilities to employees and society and legal and regulatory systems that enforce those principles. Team members examine published cases and, through dialogue and negotiation, reach plausible solutions. The investigation concludes with the team’s recommendations of ways to address those issues.

MG554 Case Studies in Human Resource Management 5 Credits
Prerequisite: None. Students increase individual analytical, collaborative and communication skills through the study group approach as they examine case studies in human resource management for today’s diverse workforce. Students review and discuss ways to foster teamwork and encourage the clear communication of complex ideas and processes. Through collaboration with peers, students formulate innovative solutions in response to case histories of multi-level human resource management issues, including hiring, bargaining, employee training and professional development. In final analyses teams recommend effective practices for human resource aspects of organizational planning.

MG558 Applications of Operations Management* 5 Credits
Prerequisite: MG531. Students use case studies in various aspects of operations management to create and apply models that maximize individual and team performance and service and product effectiveness and productivity. They then create formative and summative assessments that evaluate strategies used to increase operational effectiveness.
MG565  Case Studies in Health Care Personnel Management  5 Credits
Prerequisite: None. This course provides an in-depth review of case studies in contemporary, diverse workforce issues in a variety of health care environments. Students examine current human resource theories and models and published studies on personnel management issues. They then develop simulations and formulate innovative solutions for recruiting, training, and retaining health care personnel.

MG567  Case Studies in Health Care Ethics  5 Credits
Prerequisite: None. Students examine ethical considerations and issues that affect ethical relationships between internal and external clients, patients and their family members, and health care personnel. They then analyze the impact of research, technology and global perspectives on ethical decision-making and practices. Discussion topics include the influence of future advances and increasing diversity in global populations.

MG568  Applications of Health Care Administration*  5 Credits
Prerequisite: MG531. Students review organizational theories and models that affect performance, structure and change within health care organizations and departments. Working individually and as team members, students select theories and models, reviewing feasibility within the students’ current workplaces and analyzing usability of the theories and models in health care environments.

MG569  Case Studies in Health Care Regulatory Affairs  5 Credits
Prerequisite: None. Students explore the scope of legal and government policies on the health care system and on the development of public health care policies. They examine the individual and interrelated effects, from a management and organizational perspective, of local, state, national and international health care regulatory agencies on clients, patients, and health care professionals.

MG575  Case Studies in IT Personnel Management  5 Credits
Prerequisite: None. Students review case studies in leadership in corporate, private, and public IT organizations. They examine current human resource theories and models and published studies on IT department personnel organization, management, use of outsourced IT personnel and related issues. Students then develop simulations and formulate innovative solutions.

MG601  Strategic Management  4 Credits
Prerequisites: MG531 and AC505 or AC510 OR MG531 and AC510 or MG551. Students integrate knowledge acquired and applied in core courses to assess and develop strategies at the business unit and/or organizational level. Topics include strategic management models and their implementation, operational understanding of the strategic management processes, and the role of managerial leaders in strategic planning.

MG610  Applications of Resource Management*  4 Credits
Prerequisites: AC505 or AC510, MG554 or MG565 or MG575. Students examine methods that maximize resources through cost-function strategies. They explore the impact of research, development, implementation and maintenance of new services and products on physical, fiscal and human resources. Students then use real time experiences to create models and simulations.

RESEARCH

RS600  Research and Business Project Development  4 Credits
Prerequisites: MG531; AC505 or AC510; MG551 or AC551; and MG554 or MG565 or MG575. Students review the principles of understanding and interpreting research and proposals in all format types: narrative, visual and statistical. They investigate the creation of significant, persuasive articles and plans. Using that knowledge, students examine the influence of written and graphic approaches in electronic and print-copy formats on the presentation of concepts and communication of ideas. Students review technical issues and research ethics while writing individual business plan/project topic outlines.

RS651  Business Plan/Project*  5 Credits
Prerequisite: RS600. Students create business plans/projects. Possible business topics include, but are not limited to, a full proposal for opening a small business, a new management approach introduced within an existing business or department of a large firm, a persuasive plan for gaining financial support, a marketing plan for the introduction of a new product line within an existing department and other appropriate proposals. Instructor approval is required before beginning this design project. A substantial component of the course grade is a final presentation of the project.

RS657  Business Plan/Project: Secondary Implications*  3 Credits
Prerequisites: RS651, permission from the dean of education/students and program administrator. Students who choose to pursue a second master's degree from GU/MSB/BVU are required to create a plan/project that is an extended investigation, application, or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market, and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to their RS651 plan/project.

TECHNOLOGY MANAGEMENT

TMS76  Applications of Project Management*  5 Credits
Prerequisite: MG531. Students examine project management case studies and implement models that maximize project outcomes, basing selection of strategies on project scope and control, estimates, schedules, and costs. They then develop reports that address project assessment, enhanced revision and re-planning.

*TMS76, MG558, MG568, TMS76, MG610, RS651, and RS657 are practicum courses in which the student, under the direction of the course instructor and guidance of the workplace mentor (as appropriate), will develop the specific practicum activities by following the course objectives and evaluation methods as per the specific course syllabus.
OBJECTIVES

The objective of the Bachelor of Science in Exercise Science degree program is to provide students with industry knowledge and skills required for entry-level positions in the health, fitness and wellness industry. The curriculum combines scientific studies with material from leading industry experts. Elective seminars provide students opportunities to earn nationally-recognized certifications. Advanced management courses provide skills necessary for career placement and advancement. This program prepares students for employment as managers, personal trainers and consultants, working in public, private and government settings including health clubs, commercial fitness centers, corporate fitness/wellness centers, university wellness/adult fitness centers, municipal/city recreation/family centers and worksite health-promotion organizations.

General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify anatomical structures, joint functions, and the mechanics of human movement.
2. Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle.
3. Select appropriate fitness assessments, interpret results and utilize data to design relevant exercise programs for various populations.
4. Predict anatomical and physiological responses to exercise.
5. Integrate web-based marketing tools to enhance client communication, increase sales and improve fitness program effectiveness.
6. Summarize and employ advanced concepts of sport psychology, nutrition, programming and administration.
7. Demonstrate appropriate written and verbal communication skills.
8. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.
9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Exercise Science will be prepared for entry-level employment in a variety of fields including, but not limited to: Aerobics Instructor, Fitness Coordinator, Fitness Director, Fitness Specialist, Fitness Trainer, Group Exercise Instructor, Group Fitness Instructor, Personal Trainer, Yoga Instructor.

CORE REQUIREMENTS

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<td>HS245</td>
<td>Fitness Analysis</td>
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<td>Exercise Prescription: Theory of Exercise</td>
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<td>Exercise Prescription for Special Populations</td>
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<td>HS302</td>
<td>Trends in Health, Fitness &amp; Wellness</td>
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<td>Worksite Health Promotion</td>
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TECHNICAL ELECTIVES

Students will choose 32 credits from the following list of courses.

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<td>Labor Relations</td>
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<td>HR350</td>
<td>Recruitment and Retention</td>
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<td>Training and Development</td>
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<td>Special Topics in Resistance Training◊</td>
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<td>HS372</td>
<td>Special Topics in Functional Mobility◊</td>
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<td>HS373</td>
<td>Special Topics on Movement Assessment◊</td>
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<td>MK275</td>
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Technical Elective Minimum Credit Requirements 32
Total Core Minimum Credit Requirement 126
GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

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<td>Spanish I</td>
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<td>SS360</td>
<td>Abnormal Psychology</td>
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</tr>
</tbody>
</table>

Total General Education Minimum Credit Requirement: 54
Total Program Minimum Credit Requirement: 180

NOTES:

- Students are required to complete 30 percent of the program at the 300/400 level.
- Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.
- ◊ These courses have a practicum component/experience that is available in various locations nationwide. These courses may be offered annually at a residential campus for online students for a minimum of 10 students. Travel expenses are the responsibility of the student. In order to achieve certification in Resistance Training Specialist or Muscle Activation Techniques Jumpstart students must complete and pass a practical and written exam. These courses are not available to audit.
OBJECTIVES

The objective of the Bachelor of Science in Health Care Management degree program is to provide students with knowledge, analytical skills, and work habits required for positions in health care administration. The curriculum prepares graduates for entry-level management positions in human resources, financial, data collection and analysis, planning, marketing, and other administrative/management functions within public, private, and government health care organizations. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify the impact of HIPAA (Health Insurance Portability and Accountability Act) on consumers, providers, and health care organizations.
2. Examine what contributes to the cost of health care and the revenue streams that pay for health care.
3. Explain and contrast health care plans from a global perspective in developed countries throughout the world.
4. Define the value of public health in protecting and enhancing the overall health of society.
5. Give presentation with accompanying technology.
6. Illustrate applications of health information management as it applies to health care and report on government requirements and costs associated with health information systems.
7. Examine the role and influence of governance within health care organizations.
8. Demonstrate appropriate written and verbal communication skills.
9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.
10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Health Care Management will be prepared for entry-level employment in a variety of fields including, but not limited to: Office Manager, Nurse Manager, Health and Social Service Manager, Program Manager, Clinical Director, Director of Nursing, Medical Records Manager, Mental Health Program Manager, Nutrition Services Manager, Practice Administrator, Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (Customer Service Rep), Customer Service Specialist, Member Services Representative, Sales Facilitator.
**GENERAL EDUCATION REQUIREMENTS**

A student pursuing a bachelor’s degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

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</tr>
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</table>

**Total General Education Minimum Credit Requirement** 54

**Total Program Minimum Credit Requirement** 180

**NOTES**

- Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.
- Students are required to complete 30 percent of the program at the 300/400 level.
OBJECTIVES

The objective of the Associate of Applied Science in Exercise Science degree program is to provide students with industry knowledge and skills required for entry-level positions in the health, fitness and wellness industry. This program will prepare students for employment as personal trainers and consultants, working in public, private and government settings including health clubs, commercial fitness centers, corporate fitness/wellness centers, university wellness/adult fitness centers, municipal/city recreation/family centers and worksite health promotion organizations. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify anatomical structures, joint functions and the mechanics of human movement.
2. Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle.
3. Select appropriate fitness assessments, interpret results and utilize data to design relevant exercise programs for various populations.
4. Predict anatomical and physiological responses to exercise.
5. Prepare and present a marketing plan.
6. Demonstrate appropriate written and verbal communication skills.
7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.
8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CAREER OPPORTUNITIES: Graduates from the Associate of Applied Science in Exercise Science will be prepared for entry-level employment in a variety of fields including, but not limited to: Aerobics Instructor, Fitness Coordinator, Fitness Director, Fitness Instructor, Fitness Specialist, Fitness Trainer, Group Exercise Instructor, Group Fitness Instructor, Personal Trainer, Yoga Instructor.

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

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<td>NS259</td>
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<tr>
<td>NS305</td>
<td>Statistics</td>
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<tr>
<td>NS320</td>
<td>Introduction to Decision Systems</td>
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<tr>
<td>SS103</td>
<td>Global Citizenship</td>
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<tr>
<td>SS116</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SS140</td>
<td>Interpersonal Relations</td>
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<tr>
<td>SS150</td>
<td>Principles of Economics</td>
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<tr>
<td>SS205</td>
<td>Sociology</td>
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<tr>
<td>SS210</td>
<td>Developmental Psychology</td>
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<td>SS311</td>
<td>Human Behavior</td>
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<td>SS360</td>
<td>Abnormal Psychology</td>
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Total General Education Minimum Credit Requirement: 30

Total Program Minimum Credit Requirement: 92

NOTES

- Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.
OBJECTIVES

The objective of the Associate of Applied Science in Veterinary Technology degree program is to provide the student with skills for employment as an entry-level veterinary technician. Students will be challenged by instructors to learn and apply skills as required by Committee on Veterinary Technician Education and Activities (CVTEA) in nine areas, which include pharmacology, nursing anesthesia, surgical nursing, laboratory procedures and imaging. Students will also be prepared for the nine domains tested on the Veterinary Technician National Examination (VTNE). General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills, as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate proficiency in essential veterinary technology skills.
2. Demonstrate comprehension in the following veterinary areas: pharmacy & pharmacology, surgical nursing, dentistry, laboratory procedures, animal care and nursing, diagnostic imaging, anesthesia, emergency medicine/critical care, pain management/analgesia
3. Record patient medical information using appropriate veterinary medical terminology.
4. Differentiate between normal and abnormal physical status in common animal species and take appropriate corrective measures where indicated.
5. Accurately calculate, dispense, and explain dosages of medications.
6. Use appropriate professional behavior in the clinical setting.
7. Explain preventive medicine concepts to clients in both written and verbal formats.
8. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.
9. Exhibit social responsibility and examine the diverse cultures and values systems of our global community.

CAREER OPPORTUNITIES: Graduates from the Associate of Applied Science in Veterinary Technology will be prepared for entry-level employment in a variety of fields including, but not limited to: Certified Veterinary Technician (C VT), Emergency Veterinary Technician, Internal Medicine Veterinary Technician, Licensed Veterinary Technician (LVT), Medical Technologist, Registered Veterinary Technician (RVT), Veterinary Assistant, Veterinary Laboratory Technician (Veterinary Lab Tech), Veterinary Nurse, Veterinary Technician (Vet Tech).

NOTES

- ¶These courses are only offered on the day schedule and will not be scheduled to begin after 4:00 p.m.
- ©BVU does not allow transfer credits for the following courses: VT201 Large Animals, VT223 Lab Animals, Exotics and Pocket Pets, VT259 Surgical Assisting, and VT268 Dentistry.
- Students may be required to complete VT051 Veterinary Foundations of Math and/or NS010 Algebra 116 Lab as a co-requisite to NS116 and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.
**OBJECTIVES**

The objective of the Muscle Activation Techniques® Specialist certificate program is to provide understanding of the MAT® skillset to students who have knowledge in the health and fitness field. This program enhances a student’s current competencies related to the human body and muscle function. The program studies the MAT® approach to assessment and correction of muscular imbalances in the human body. Students are trained on the MAT® tools used to identify restrictions in joint instability relating to muscle tightness and weakness. Students gain an understanding of the unique systematic format provided through Muscle Activation Techniques® in order for them to help their clients function with maximum efficiency and balance out the muscular system. At the completion of this program, including passing of all certification exams, students will be awarded the credential of certified MAT® Specialist.

The goal of this program is to prepare graduates who are able to:

1. Understand the muscular system through assessment of muscle function relating to muscle weakness.
2. Examine and understand range of motion limitations in relation to potential muscle weakness.
3. Demonstrate an understanding on how isolated weaknesses affect the integrated muscular system.
4. Master the practical application of palpation techniques designed to improve the neural integrity of inhibited muscles.
5. Gain the skills to thoroughly address the mechanical imbalances and how they affect overall health and performance.

**CAREER OPPORTUNITIES:** Graduates from the Certificate in Muscle Activation Techniques® Specialist will be prepared for employment in the field of health and fitness; such as fitness trainer or fitness specialist.

**NOTES**

- * All MAT® courses are conducted with online and required residential lab components. Students will be required to travel throughout the program to the MAT® World Headquarters in Denver, CO to complete lab components.
- A minimum of eight students are required to run each of the MAT® courses. If enrollment for a course is below eight students, courses may be delayed until enrollment has reached the minimum number of students.
- Students in the program will be required to test for the MAT® certification at the required labs at the MAT® World Headquarters in Denver, CO. Exam retakes require individuals to arrange additional travel at their own expense.
- MAT® courses are not available to audit.
- Some institutional scholarships may not apply to the MAT® Specialist certificate program.

**CORE REQUIREMENTS**

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<td>Applications and Assessments of Upper Body Muscle Function I*</td>
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<td>Applications and Assessments of Cervical Spine Muscle Function*</td>
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<tr>
<td>MAT240</td>
<td>Applications and Assessments of Small Motion Muscle Function: Hand and Foot*</td>
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**Total Program Minimum Credit Requirement**

36

Entrance Requirements specific to the certificate:

Students must be a licensed therapist or must hold a recognized fitness certification with a minimum of two years of experience as a fitness professional. Students who obtain undergraduate coursework in Anatomy and Physiology or advanced placement by examination will also be considered for acceptance.

Students are prepared for the MAT® Specialist certification exam. Acceptance and successful progression through the Certificate in Muscle Activation Techniques® Specialist program does not ensure certification or licensure eligibility. Licensure requirements are determined within cities, counties, municipalities, and states and students need to research local requirements to ensure compliance. At the time of publication, there is not a recognized state licensure for muscle activation techniques. State licensure of professions such as physical therapy, massage therapy and others may impact the techniques allowed by MAT® Practitioners in working with clients. Licensure rules are subject to change.
MAT® SPECIALIST MODULES

Each module is 12 weeks + 2-day lab
The outcome for students taking these non-credit, short-term modules, whether an individual module, combination, or the grouping of all, is for students to achieve certification and preparation for entry-level to advanced employment in the exercise sciences field using the trademarked Muscle Activation Techniques®. Modules are offered online. These 12 week, self-paced modules conclude with a required 2-day lab at the MAT® Headquarters in Denver, Colorado or Toronto, Canada. All online coursework must be successfully completed to attend the 2-day lab and test for certification. A certificate of completion for the online modules will be provided by Broadview University. The MAT® certifications are granted by MAT®.

MAT340 Applications and Assessments of Lower Body Muscle Function I and II
MAT350 Applications and Assessments of Upper Body Muscle Function I and II
MAT360 Applications and Assessments of Trunk and Spine Muscle Function I and II
MAT370 Applications and Assessments of Cervical Spine and Small Motion Muscle Function

NOTES
- Muscle Activation Techniques®, Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board
- Students will receive a grade of NC (Non-Credit) for module completion
- Acceptance and successful progression through the Muscle Activation Techniques® modules does not ensure certification or licensure eligibility. Licensure requirements are determined within cities, counties, municipalities, and states and students need to research local requirements to ensure compliance. At the time of publication, there is not a recognized state licensure for muscle activation techniques. State licensure of professions such as physical therapy, massage therapy and others may impact the techniques allowed by MAT® Practitioners in working with clients. Licensure rules are subject to change.

SPECIALIST MODULES DESCRIPTIONS

MAT340 Applications and Assessments of Lower Body Muscle Function I and II 120 Clock Hours
Prerequisite: Participants must be licensed therapist, or must obtain undergraduate coursework in anatomy and physiology and/or hold a recognized fitness certification with a minimum of two years of experience as a fitness professional. Students will be introduced to Muscle Activation Techniques® for the lower body and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in lower body movements and use the assessments to identify areas of muscle weakness. Study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Lower Body.

MAT350 Applications and Assessments of Upper Body Muscle Function I and II 120 Clock Hours
Prerequisite: Participants must be licensed therapist, or have been certified in the MAT® Lower Body. Students will be introduced to Muscle Activation Techniques® for the upper body and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness with a focus on the shoulder girdle. Study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Students will investigate Muscle Activation Techniques® for the upper body and examine the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Upper Body.

MAT360 Applications and Assessments of Trunk and Spine Muscle Function I and II 120 Clock Hours
Prerequisite: Participants must be licensed therapist or have been certified in MAT® Lower Body. In this course, students will investigate Muscle Activation Techniques® for the trunk and spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in movements of the trunk and spine and use the assessments to identify areas of muscle weakness in the trunk and spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Trunk and Spine.

MAT370 Applications and Assessments of Cervical Spine and Small Motion Muscle Function 120 Clock Hours
Prerequisite: Participants must have obtained certification in two MAT® online modules or be a licensed therapist with a minimum of one MAT® online module certification. Participants will investigate Muscle Activation Techniques® for the hand, foot and cervical spine. Participants will explore the relationship of muscle function to joint stability as it relates to joint mobility. Participants will evaluate range of motion in movements of the foot, hand, and cervical spine. They will use the MAT® assessments (CAM® and AMC&S®) to identify areas of muscle weakness in the hand, foot and cervical spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Participants will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Participants will also gain an understanding on how to stress the body in order to duplicate the stresses that may result in recurring injuries. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Cervical, Hand and Foot.
MAT® REFRESHER MODULES

Each module is 12 weeks.

The refresher modules are designed for current MAT® Specialists to continue to strengthen their skills as practitioners of Muscle Activation Techniques®. Modules are offered online. These are 12-week, self-paced modules. The modules will provide required continuing education hours for maintaining current status with the MAT® Specialist Certification. Whether an individual module or the grouping of all 4, the outcome for students is to achieve stronger results with their skills as a certified MAT® Specialist. A certificate of completion for the online modules will be provided by Broadview University.

MAT345  MAT® Specialist Lower Body Refresher
MAT355  MAT® Specialist Upper Body Refresher
MAT365  MAT® Specialist Trunk and Spine Refresher
MAT375  MAT® Specialist Cervical Spine Hand/Foot Refresher

NOTE

• Students will receive a grade of NC (Non-Credit) for module completion
• Acceptance and successful progression through the Muscle Activation Techniques® modules does not ensure certification or licensure eligibility. Licensure requirements are determined within cities, counties, municipalities, and states and students need to research local requirements to ensure compliance. At the time of publication, there is not a recognized state licensure for muscle activation techniques. State licensure of professions such as physical therapy, massage therapy and others may impact the techniques allowed by MAT® Practitioners in working with clients. Licensure rules are subject to change.

REFRESHER MODULES DESCRIPTIONS

MAT345  MAT® Specialist Lower Body Refresher 40 Clock Hours

The objective of the Muscle Activation Techniques® lower body refresher module is to provide review and full understanding of the MAT® skillset to students who have completed the MAT® Specialist program. This lower body module studies the MAT® approach to assessment and correction of muscular imbalances in the human body. Students are trained on the MAT® tools used to identify restrictions in joint instability relating to muscle tightness and weakness within the lower body. Students gain an understanding of the unique systematic format provided through Muscle Activation Techniques® in order for them to help their clients function with maximum efficiency and balance out the muscular system. Successful completion of this online coursework satisfies the annual required continuing education for maintaining one’s MAT® Specialist Certification.

MAT355  MAT® Specialist Upper Body Refresher 40 Clock Hours

The objective of the Muscle Activation Techniques® upper body refresher module is to provide review and full understanding of the MAT® skillset to students who have completed the MAT® Specialist program. This upper body module studies the MAT® approach to assessment and correction of muscular imbalances in the human body. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness with a focus on the shoulder girdle. Study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Students will investigate Muscle Activation Techniques® for the upper body and examine the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness. Further study includes applications of isolated muscle strength testing, including break testing and neuro proprioceptive response testing; palpation of muscle attachment points along with corrective isometrics; and reinforcement exercises. Students gain an understanding of the unique systematic format provided through Muscle Activation Techniques® in order for them to help their clients function with maximum efficiency and balance out the muscular system. Successful completion of this online coursework satisfies the annual required continuing education for maintaining one’s MAT® Specialist Certification.

MAT365  MAT® Specialist Trunk and Spine Refresher 40 Clock Hours

The objective of the Muscle Activation Techniques® (MAT®) Trunk and Spine refresher module is to provide review and full understanding of the MAT® skillset to participants who have completed the MAT® Specialist program. In this course, participants will study Muscle Activation Techniques® for the trunk and spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Participants will evaluate range of motion in movements of the trunk and spine and use the assessments to identify areas of muscle weakness in the trunk and spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. This course will provide information for participants to learn the complexities of the trunk and spine muscular systems to help practitioners’ better address muscle dysfunction in these areas. Participants expand their understanding of the unique systematic format provided through Muscle Activation Techniques® in order for them to help their clients function with maximum efficiency and balance out the muscular system. Successful completion of this online coursework satisfies the annual required continuing education for maintaining one’s MAT® Specialist Certification.

MAT375  MAT® Specialist Cervical Spine Hand/Foot Refresher 40 Clock Hours

The objective of the Muscle Activation Techniques® (MAT®) Hand, Foot and Cervical Spine Refresher module is to provide review and full understanding of the MAT® skillset to participants who have completed the MAT® Specialist program. Participants will study Muscle Activation Techniques® for the hand, foot and cervical spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Participants will evaluate range of motion in movements of the hand, foot and cervical spine. They will use the assessments to identify areas of muscle weakness in the hand, foot and cervical spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Participants will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Participants will also gain an understanding on how to stress the body in order to duplicate the stresses that may result in recurring injuries. Participants expand their understanding of the unique systematic format provided through Muscle Activation Techniques® in order for them to help their clients function with maximum efficiency and balance out the muscular system. Successful completion of this online coursework satisfies the annual required continuing education for maintaining one’s MAT® Specialist Certification.
MAT® NON-CREDIT, SHORT-TERM MODULES

**MAT® MASTERY MODULES**

Each module is 6 weeks + 2-day lab

The outcome for students taking these non-credit, short-term modules, whether an individual module, combination, or the grouping of all, is for students to achieve certification and preparation for advanced employment in the exercise sciences arena using the trademarked Muscle Activation Techniques®. These 6 week, self-paced modules conclude with a required 2-day lab at the MAT® Headquarters in Denver, Colorado or Toronto, Canada. All online coursework must be successfully completed to attend the 2-day lab and test for certification. A certificate of completion for the online modules will be provided by Broadview University. The MAT® certifications are granted by MAT®.

- MAT400 Mastery Applications and Assessments of Lower Body
- MAT405 Mastery Applications and Assessments of Upper Body
- MAT410 Mastery Applications and Assessments of Trunk and Spine
- MAT415 Mastery Applications and Assessments of Cervical Spine
- MAT420 Mastery Applications and Assessments of Foot Function
- MAT425 Mastery Applications and Assessments of Wrist and Hand

**NOTES**

- Muscle Activation Techniques®, Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board
- Students will receive a grade of NC (Non-Credit) for module completion
- Acceptance and successful progression through the Muscle Activation Techniques® modules does not ensure certification or licensure eligibility. Licensure requirements are determined within cities, counties, municipalities, and states and students need to research local requirements to ensure compliance. At the time of publication, there is not a recognized state licensure for muscle activation techniques. State licensure of professions such as physical therapy, massage therapy and others may impact the techniques allowed by MAT® Practitioners in working with clients. Licensure rules are subject to change.

**MAT® MASTERY MODULES DESCRIPTIONS**

**MAT400 Mastery Applications and Assessments of Lower Body** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified or MAT® Lower Body Certified for a minimum of one (1) year. Students will learn advanced skills in Muscle Activation Techniques® for the lower body and continue to explore the relationship of muscle function to joint stability, relating to joint mobility. Students will learn an advanced evaluation process to assess range of motion in lower body movements and use the advanced assessment to identify areas of muscle weakness. Study includes a stronger emphasis on the applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Lower Body.

**MAT405 Mastery Applications and Assessments of Upper Body** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified or MAT® Upper Body Certified for a minimum of one (1) year. Students will gain advanced skills in Muscle Activation Techniques® for the upper body and continue to explore the relationship of muscle function to joint stability, relating to joint mobility. Students will learn an advanced evaluation process to assess range of motion in upper body movements and how to use this advanced assessments to identify areas of muscle weakness within the upper body. Study includes a stronger emphasis on the applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the upper body. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Upper Body.

**MAT410 Mastery Applications and Assessments of Trunk and Spine** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified or MAT® Trunk and Spine Certified for a minimum of one (1) year. In this course, students will gain advanced skills in Muscle Activation Techniques® for the trunk and spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will learn an advanced evaluation process for range of motion in movements of the trunk and spine and how to use this advanced assessments to identify areas of muscle weakness in the trunk and spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the trunk and spine. This course will provide a deeper understanding about the complexities of the trunk and spine muscular systems to help practitioner's better address muscle dysfunction in these areas. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Trunk and Spine.

**MAT415 Mastery Applications and Assessments of Cervical Spine** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified or MAT® Cervical, Hand and Foot Certified for a minimum of one (1) year. Students will gain an advanced level of skills in Muscle Activation Techniques® for the cervical spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will learn an advanced evaluation process for range of motion in movements of the cervical spine and use this advanced assessments to identify areas of muscle weakness in the cervical spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the cervical spine. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Cervical Spine.

**MAT420 Mastery Applications and Assessments of Foot Function** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified. Students will gain an advanced level of skills in Muscle Activation Techniques® for the foot and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will learn an advanced evaluation process for range of motion in movements of the foot and use this advanced assessments to identify areas of muscle weakness in the foot. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the foot. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. This course will explore the specific divisions of the foot and fine-tune their MAT® skills to identify and treat muscular imbalances. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Foot Function.

**MAT425 Mastery Applications and Assessments of Wrist and Hand** 60 Clock Hours

Prerequisite: Participants must be MAT® Specialist Certified. Students will gain an advanced level of skills in Muscle Activation Techniques® for the wrist and hand. Students will learn an advanced range of motion assessment process for the wrist and hand. They will use the assessments to identify areas of muscle weakness in the wrist and hand. Further study includes a higher level of accountability on the applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the wrist and hand. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT® practice. Successful completion of the pre-lab module, the lab weekend workshop, and passing the certification exam at the workshop, will allow participants to become certified in MAT® Wrist and Hand.
### COURSE DESCRIPTIONS

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<tr>
<th>COURSE CATEGORY</th>
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<th>PAGES</th>
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The following is a guideline for course numbers and class sequencing:

- **00-99** Remedial Courses
- **100-149** Courses having no prerequisite and courses normally taken during the first quarter
- **150-199** Courses normally having prerequisites from the 100-199 level
- **200-249** Courses normally having prerequisites from the 150-199 level
- **250-299** Courses normally having prerequisites from the 200-249 level
- **300-499** Courses are upper-level and satisfy upper-level course requirements in bachelor's degree programs
- **300-399** Courses normally having prerequisites from the 100-299 level
- **400-499** Courses normally having prerequisites from the 100-399 level
- **500-699** Courses normally at the masters' program level (See pages 34-35 for graduate course descriptions)

Definitions of prerequisite, co-requisite, and concurrent:

- **Prerequisite:** Course must have been taken in a prior quarter
- **Co-requisite:** Course must be taken the same quarter
- **Concurrent:** Course may be taken in the same quarter
ACCOUNTING

AC110  Accounting Principles I  4 Credits
Prerequisite: None. The course is an introduction to financial accounting and the basic accounting cycle. Students analyze transactions, prepare accountant’s worksheets with related financial statements and account for cash and receivables.

BUSINESS

BS105  Introduction to Business  5 Credits
Prerequisite: None. This course gives students an overview of the interrelated factors making up the business environment including ethics, entrepreneurship, marketing, management, leadership, finances and information technology. In addition, the student learns about past, present and future trends in business. The student develops decision-making and problem-solving skills through case studies, group exercises and presentations.

BS200  Small Business Management  4 Credits
Prerequisite: None. This course introduces small business management in the real world. Topics include writing business plans, financial report analysis, business acquisition, government regulations and legal issues affecting small businesses, site selection, and assessing future prospects of a business. There is a major focus on entrepreneurial activities and the traits of entrepreneurs. Students integrate their work and life experiences with case studies, class projects and discussion as they investigate problems and opportunities involved in operation of small businesses.

BS311  Organizational Behavior  4 Credits
Prerequisite or Concurrent: SS116 or SS140. The course examines how organizations are formed, in terms of how and why forms take shape; the effects forms or structures of organizations have on their operations and effectiveness; and how the study of behavior of people within an organization can be used to improve an organization’s effectiveness.

BS340  Leadership and Management  4 Credits
Prerequisites: BS105 or BS180, or EB120 or equivalent, CM121. This course explores historical and modern management concepts, including managerial planning, organizing, controlling, motivating, ethics, decision-making, communicating, and group behavior and leadership. Students employ leadership strategies to resolve realistic management problems.

BS380  Project Management  4 Credits
Prerequisites: BS105 or BS180 or BS200 or EB120 or equivalent. This course introduces students to the challenges of managing multiple projects and to techniques, tools and theories used to manage projects successfully. These techniques include project selection, planning, control, work breakdown structures, cost estimates, risk management and financing.

BS400  Strategic Planning  4 Credits
Prerequisite: BS105 or EB120. This course introduces students to strategic planning for domestic and global competition. Students explore successful strategic planning from a fundamental, analytical, control, and innovative perspective. Class exercises and case studies emphasize the underpinning of business structure to enhance strategic competition encompassing all aspects of the business.

COMMUNICATIONS

CM070  Writing Lab  2 Credits
Prerequisite: None; co-requisite to CM121. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences; the writing lab includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. Students develop college-level writing skills.

CM111  Speech Communications  4 Credits
Prerequisite: None. Students examine the function of language in the communication process as it applies to speech construction and delivery. Activities including discussion and delivery of prepared speeches provide communication skills for personal and professional applications.

CM121  Composition  4 Credits
Prerequisite: Advanced Standing or Co-requisite: CM070. Students develop college-level writing skills, composing essays and formal research papers using APA documentation citation style.

CM200  Intercultural Communications  4 Credits
Prerequisite: CM121. The course explores cultural patterns and issues that influence effective communication across cultures.

CM210  Creative Writing  4 Credits
Prerequisite: CM121. Students read, analyze and discuss representative samples of poetry, fiction, non-fiction, and drama to understand techniques employed by skilled writers. They apply those strategies in drafting a variety of creative works.

CM320  Writing and Research  4 Credits
Prerequisite: CM121. Students study the role of scholarly research in academic disciplines. Topics include research tools and strategies, evaluation of online and print sources for scholarly publications, writing summaries and abstracts and the inclusion of research in writing assignments. Assignments include various writing projects and a final research paper.

CM330  Technical Writing  4 Credits
Prerequisite: CM121 or equivalent. Students learn how to communicate detailed, technical information in a manner a layperson can understand. Purpose, organization and language are emphasized.
### COURSE DESCRIPTIONS

#### COMPUTER LITERACY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CL131</td>
<td>MS Office Applications I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None. Students receive hands-on experience with the fundamental features of three major applications of Microsoft Office: Word, Excel and PowerPoint, creating simple word processing documents, worksheets and PowerPoint presentations.</td>
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<tr>
<td>CL256</td>
<td>MS Office Applications II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CL131. The course provides advanced training in Microsoft Office: Word, Excel and Access. Students create advanced word processing documents and worksheets, and become familiar with databases.</td>
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#### HEALTH CARE MANAGEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HM105</td>
<td>Public Health</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: None. This course introduces students to the organization, administration and practice of public health.</td>
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<tr>
<td>HM110</td>
<td>US Health Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None. This course introduces students to health care delivery systems and the unique challenges faced by the United States in the delivery of health care.</td>
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<tr>
<td>HM150</td>
<td>Health Politics and Policy</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: None. This course explores health policies and the political processes occurring within the health care system. It considers the role of public opinion and the relationship of the political process to health policy in the areas of health care finance, access to health care and health care reform.</td>
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<tr>
<td>HM310</td>
<td>Hospital Administration</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite or Concurrent: HM110. This course walks students through a hospital, detailing each department's functions and relationships to other departments. The course also covers the roles and functions of the governing body, medical staff and support and ancillary services.</td>
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<tr>
<td>HM320</td>
<td>Ambulatory Care</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite or Concurrent: HM110. An in-depth and comprehensive introduction to the ambulatory care field and to the principles of management, planning and marketing a group practice, this course addresses strategic management issues such as managed care, integrated health systems and research.</td>
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<tr>
<td>HM326</td>
<td>Health Informatics</td>
<td>4</td>
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<tr>
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<td>Prerequisite or Concurrent: HM110. This course is an in-depth and comprehensive introduction to concepts and applications of health informatics in health care. Students explore the latest legislation affecting health data, web application and resources, devices and methods required to optimize the acquisition, storage, retrieval and use of information in health systems and health information practice.</td>
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#### HEALTH SCIENCE

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HM330</td>
<td>Long-Term Care</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite or Concurrent: HM110. This course introduces the basic components of the continuum of long-term care. Materials include case studies in long-term care.</td>
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<tr>
<td>HM340</td>
<td>Compliance in Health Care</td>
<td>4</td>
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<td></td>
<td>Prerequisite or Concurrent: HM110. This course introduces students to the growing field of health care compliance. They study methods used to evaluate and monitor compliance programs.</td>
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<tr>
<td>HM460</td>
<td>Governance</td>
<td>4</td>
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<td></td>
<td>Prerequisite or Concurrent: HM110. This course introduces governance of health care organizations. Topics include the technology of governance, practical aspects of that technology, and the value of governance when addressing the constant change in health care.</td>
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<tr>
<td>HM470</td>
<td>Case Studies in Health Care Administration</td>
<td>4</td>
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<td></td>
<td>Prerequisite or Concurrent: PD225. Students apply the skills of management to specific scenarios in public and private sectors of the health care delivery system related to strategic planning and strategic management. The course addresses pivotal issues that students may encounter as administrators or managers.</td>
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<tr>
<td>HM475</td>
<td>Capstone</td>
<td>5</td>
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<td></td>
<td>Prerequisite: Last quarter. This course must be taken in the last quarter of the program. It explores the various elements of health care management and assesses base knowledge of managerial planning, organizing, controlling, motivating, ethics, decision-making, communicating and operations.</td>
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#### HEALTH SCIENCE

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HS102</td>
<td>Introduction to Exercise Science</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: None. This course is an introduction to the field of exercise science and explores its emergence from the field of physical education. The course focuses on the various sub-disciplines of exercise science, professional organizations within the field and exercise science applications in the 21st century.</td>
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<tr>
<td>HS150</td>
<td>Kinesiology</td>
<td>4</td>
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<td></td>
<td>Prerequisite or Concurrent: NS140 or MA111. This course is an introduction to the study of human movement.</td>
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<tr>
<td>HS202</td>
<td>Biomechanics</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: HS150. Students learn scientific concepts and natural physical laws that they apply to human movement in exercise and sports.</td>
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<tr>
<td>HS212</td>
<td>General Nutrition</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: None. This course is an introduction to general nutrition. Topics include the nutritive value of foods, reading food labels, factors influencing a body's food requirements, and the importance of nutrition in promoting health and preventing disease. Students learn about various food cultures, the application of nutrition requirements to the basic food groups, and nutritional requirements throughout the human life cycle.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
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<tr>
<td>HS245</td>
<td>Fitness Analysis</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS150, Co-requisite: HS247. This course introduces students to professional standards for exercise evaluation, testing and prescription.</td>
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<tr>
<td>HS247</td>
<td>Exercise Prescription: Theory of Exercise</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS150, Co-requisite: HS245. This course introduces professional personal fitness training theory, working with apparently healthy populations and exercise/wellness program design.</td>
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<tr>
<td>HS254</td>
<td>Exercise Prescription for Special Populations</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisites: HS245, HS247. This course introduces students to exercise prescription guidelines for programs in specific environments and for specific populations.</td>
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<tr>
<td>HS265</td>
<td>Exercise Physiology</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS150. This course introduces the fundamental principles of human physiology and responses (both acute and chronic) to exercise.</td>
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<tr>
<td>HS301</td>
<td>Sports Psychology</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: None. Students learn the psychological factors underlying successful participation in sports and exercise. Content covers key psychological principles surrounding performance enhancement, imagery, exercise adherence, goal setting, burnout, arousal, and athletic injuries.</td>
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<tr>
<td>HS302</td>
<td>Trends in Health Fitness and Wellness</td>
<td>4 Credits</td>
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<tr>
<td></td>
<td>Prerequisite or Concurrent: HS102, HS254. This course introduces students to current issues and trends in health fitness and wellness, dealing with topics such as ergonomics, fitness routines, state regulations and promotion of the profession. Students will research and discuss emerging industry trends and their effect on current industry standards, and will develop wellness strategies based on their research. Students will apply these new methods in a lab setting, in order to ensure successful implementation of their wellness strategies.</td>
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<tr>
<td>HS303</td>
<td>Worksite Health Promotion</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisites: HS245, HS247. This course explores workplace health-related issues and examines approaches to promote health and prevent injury. It addresses assessment, planning, implementation, and evaluation strategies.</td>
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<tr>
<td>HS304</td>
<td>Advanced Fitness Program Design</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS247, HS265. This course prepares students to develop an exercise plan based on the individual’s health needs. The student will develop the skills needed to identify appropriate training preparation methods and the scientific use of progression training for many popular events including sporting events and recreational competitions. Students will design a practice session.</td>
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<tr>
<td>HS310</td>
<td>Resistance Training Specialist</td>
<td>4 Credits</td>
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<tr>
<td></td>
<td>Prerequisites: HS202, HS245, HS247. This course explores health fitness industry trends and standards. Traditional training myths are exposed and students examine exercise mechanics, joint structure and function, strategic and MicroProgression®, structural and neuromuscular influences on range of motion, and the Functional Continuum®. Students learn to optimize training sessions and outcomes through customization and strategic manipulation of verbal and non-verbal cues. Additional topics include resistance profiles, the strength-resistance relationship, properties and influences of various resistance devices, common machines, and muscular responses to traditional and strategic resistance applications in the spine, trunk, and upper and lower extremities. Travel may be required to attend hands-on seminars.</td>
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<tr>
<td>HS317</td>
<td>Advanced Exercise Physiology</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS245, HS265. This course will expand upon concepts learned in previous physiology courses. You will examine in detail the cellular processes and physiology of individual body systems. This information will then be applied to the body as a whole and each body systems' contribution to rest and exercise. Students will apply assessment techniques to determine appropriate ability and fitness levels.</td>
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<tr>
<td>HS320</td>
<td>MAT Jumpstart</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS150. This course introduces students to neuropsychology, biomechanics, and practical applications of muscle activation techniques (MAT). MAT is a systematic approach that identifies muscular imbalances, which lead to inefficient function, pain and injury, and techniques to reduce the imbalances.</td>
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<tr>
<td>HS322</td>
<td>Principles in Child Fitness</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: HS247. This is an introduction to the design and implementation of fitness programs for children. Topics include child motivation, creative activities, problem-solving and building self-esteem through physical movement.</td>
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<tr>
<td>HS331</td>
<td>Externship Training</td>
<td>4 Credits</td>
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<td></td>
<td>Prerequisite: Final quarter of enrollment. This is a capstone course serving to integrate the skills, knowledge, and abilities acquired for hands-on application in a health and exercise sciences environment. Students complete an on-the-job training program in a setting that employs a variety of skills common to the field.</td>
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<tr>
<td>HS331</td>
<td>Special Topics in Resistance Training</td>
<td>4 Credits</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: HS202, HS245, and HS247. This course explores exercise mechanics, joint structures and functions. The physiology of muscle tension development (concentric, eccentric and isometric) is explored as to enhance the client’s strength and range of motion. A client-centered approach to training is presented as well as the optimization of strength training progressions. Travel may be required to attend hands-on seminars.</td>
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<tr>
<td>HS372</td>
<td>Special Topics in Functional Mobility</td>
<td>4 Credits</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: HS150. This course introduces the student to the neurophysiology and practical application of muscular training. The sensory receptors, muscle anatomy and connective tissue’s role in the development of muscular imbalances will be introduced. The course will explore systems to alleviate muscle imbalances and improve functional joint range of motion. Travel may be required to attend hands-on seminars.</td>
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</table>
COURSE DESCRIPTIONS

HS373  Special Topics on Movement Assessment  4 Credits
Prerequisite: HS245 and HS247. This course introduces the theory behind movement assessment. The student will be introduced to the assessment of basic movement patterns and identify movement compensations. The course present approaches to enhance basic movement patterns to improve fitness and enhance performance. Travel may be required for hands-on seminars.

HS374  Special Topics in Exercise Behavior  4 Credits
Prerequisite: HS301. This course explores psychosocial factors of exercise behavior. Both the theory and practical application of the theoretical aspects of exercise will be presented. Students will learn the behavioral side of training and its impact on performance and health. The course will introduce skills such as interviewing, self-monitoring, journaling, behavioral change and communication styles. Travel may be required to attend hands-on seminars.

HUMAN RESOURCE MANAGEMENT

HR300  Human Resource Management  4 Credits
Prerequisite: BS105. This course covers legislation, job analysis, human resource planning, recruitment and selection, focusing on staffing an organization so it has the type and number of employees it needs at any given time. Topics may include new employee orientation, basic literacy training, education for high-level executives, career development programs to foster teamwork, comprehensive organizational development in response to change, compensation, and the collective bargaining process.

HR311  Employment Law  4 Credits
Prerequisite: BS180 or HR300. This course examines legal issues in the workplace, addressing employment law related to the employer/employee relationship, the legal context of a business and its importance to the overall success of a business, diversity and culture of the workplace, and legal issues that affect the motivation, production and equity of employees.

HR315  Labor Relations  4 Credits
Prerequisite: HR300. This course examines the Human Resource Professional’s role in employee and labor relations. The course explores the rules of collective bargaining, labor unions, union stewards, the rights of the employee and the organization in dealing with labor laws, ethnic, racial and gender considerations and relations in both the public and private sectors.

HR350  Recruitment and Retention  4 Credits
Prerequisite: HR300. This course covers practical implications of recruiting and retaining employees, including effects on business success. Students prepare systematic approaches to making hiring decisions that enhance a business’ human resources.

HR400  Training and Development  4 Credits
Prerequisite: None. This course covers basic concepts of training, reasons for training programs, goals that drive the training process and the importance of formal training to a business.

HR440  Change Management  4 Credits
Prerequisite: HR300. This course explores connections between theory, concepts and applications of change management. Students learn how to manage, implement and promote positive change in business environments, concepts of crisis management, and strategies for dealing with difficult employees.

HUMANITIES

HU100  Introduction to Humanities  4 Credits
Prerequisite or Concurrent: CM121. This course is an exploratory approach to the humanities focusing on literature, philosophy, comparative religion, music, sculpture, architecture and painting in a social/historical framework.

HU121  Film in Society  4 Credits
Prerequisite: None. Students develop an appreciation of film as a visual art, examining ways in which films impact our culture, our economy, and our society.

HU130  Spanish I  4 Credits
Prerequisite: None. This is the first of a two-quarter course for students with little or no background in the Spanish language. It provides basic proficiency in speaking, reading, writing and listening at the conversational level and general knowledge of Spanish-speaking cultures.

HU145  Global Influences on American Music  4 Credits
Prerequisite: None. This course explores the global, social, political, and cultural influences on the evolution of American music. Students will examine various musical genres including but not limited to, folk, ethnic, jazz, and popular music, and identify the influence composers, performers, and artists have had on our American cultural identity.

HU150  Introduction to Literature  4 Credits
Prerequisite: None. This course is a survey of short stories, poetry, and drama as literary forms with an emphasis on using literary analysis to interpret a wide range of literary works.

HU230  Spanish II  4 Credits
Prerequisite: HU130. Spanish II is the second of a two-quarter course designed for beginning students who have successfully completed Spanish I and intend to continue their studies in listening, speaking, reading and writing conversational Spanish and knowledge of Spanish-speaking cultures.

HU315  World Literature  4 Credits
Prerequisites: CM121 or HU150. This course examines global perspectives on literature using texts from a variety of genres including folktales, proverbs, poetry and short stories from throughout the world. Authors studied represent a variety of geopolitical contexts that provide diverse social and political settings for composition and consumption of the writings and media. Students compare and contrast literary elements of texts to understand the works’ historical and cultural significance.
### MARKETING AND SALES

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MK205</td>
<td>Marketing</td>
<td>4</td>
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</table>

Prerequisite: BS105 or BS200 or EB120. This introduction to marketing provides an in-depth study of market research and social influences of marketing on consumers and businesses. The class focuses on the four P's of marketing (product, price, place, and promotion), and how they relate to the total marketing concept. Students study the process of identifying customer needs, developing and pricing products and developing a marketing plan.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MK220</td>
<td>Sales Management</td>
<td>3</td>
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Prerequisite: MK205. The course covers responsibilities and strategies associated with managing a sales force, focusing on creating entrepreneurial strategies for sales force management. Students learn leadership and management techniques that enhance the success of individual salespeople and of organizations.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MK225</td>
<td>Internet Marketing</td>
<td>4</td>
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Prerequisite: MK205 or equivalent. Internet marketing plays an increasingly important role in the success of businesses. This course provides an overview of various Internet marketing strategies.

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<tbody>
<tr>
<td>MK230</td>
<td>Advertising and Promotion</td>
<td>3</td>
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Prerequisite: None. This course introduces advertising and promotion management, emphasizing the role of advertising and promotion in an organization’s marketing and communications. Topics include regulatory, social, and economic aspects of advertising.

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<tr>
<td>MK250</td>
<td>Internet Advertising</td>
<td>4</td>
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Prerequisite: MK205 or equivalent. This course is an overview of the role of advertising and promotional techniques, methods and strategies for advertising in an online environment. Students study interactive advertising concepts, internet advertising platforms and banner and display advertising. Comprehensive pay-per-click (PPC) ad campaigns, including copy writing for advertisements and landing pages, and inquiry conversion and tracking are emphasized.

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<tbody>
<tr>
<td>MK275</td>
<td>Social Media</td>
<td>4</td>
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Prerequisite: MK205 or equivalent. This course presents the use of online social networking as a business strategy designed to increase customer loyalty and inquiry conversion. Students will study major social media channels and marketing campaign techniques, and evaluate contemporary and emerging tools in the digital marketplace including social bookmarking and techniques to drive social media traffic. Analyses of social media effectiveness will also be explored.

### MEDICAL

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MA100</td>
<td>Medical Terminology</td>
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Prerequisite: None. This course is a comprehensive study of terminology used in common medical practice.

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<tr>
<th>Course Code</th>
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<tr>
<td>MA111</td>
<td>Anatomy and Physiology</td>
<td>4</td>
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Prerequisites: None. This course is a general introduction to human anatomy and physiology emphasizing structures and functions of various body systems.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MA120</td>
<td>Health Care Law and Ethics</td>
<td>4</td>
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</table>

Prerequisite: None. This is an introduction to legal and ethical principles associated with the U.S. health care system. Topics include legal system, licensure and accreditation, consent, legal reporting obligations, medical documents, torts, business law, sexual harassment, and bioethics.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MA176</td>
<td>Medical Office Skills</td>
<td>4</td>
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</table>

Prerequisite or Concurrent: MA100. This course introduces common medical office procedures using both electronic health records and manual systems. Topics include reception, telephone management, appointment scheduling, mail processing and medical record filing. Managed care policies and procedures are covered in this course. Topics include diagnostic and procedural coding, billing and collection processes, insurance authorization, and other financial policies.

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<tbody>
<tr>
<td>MA240</td>
<td>Entrepreneurship for Practitioners</td>
<td>4</td>
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</table>

Prerequisite: BS105. This entrepreneurship course is appropriate for a student interested in understanding how to successfully turn ideas into a business. Topics include introduction to entrepreneurship, feasibility analysis, developing an effective business model, industry and competitor analysis, writing a business plan, ethical and legal issues, financial management, challenges of growth, and franchising.

### MUSCLE ACTIVATION TECHNIQUES®

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT205</td>
<td>Applications and Assessments of Lower Body Muscle Function I</td>
<td>4</td>
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Prerequisite: Participants must be a licensed therapist, or must obtain undergraduate coursework in anatomy and physiology and/or hold a recognized fitness certification with a minimum of two years of experience as a fitness professional. Students will be introduced to Muscle Activation Techniques (MAT®) for the lower body and explore the relationship of muscle function to joint stability, as it relates to joint mobility. Students will evaluate range of motion in lower body movements and use the MAT® assessments to identify areas of muscle weakness with a focus on the lower extremities. Study includes applications of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the lower body. Students will also learn how to correlate range of motion limitations to potential muscle weakness by using the Active Muscle Contract and Sustain (AMC&S®) procedure on the lower body.
MAT210 Applications and Assessments of Lower Body Muscle Function II 5 Credits
Prerequisite: MAT205. Students will investigate Muscle Activation Techniques (MAT®) for the lower body and examine the relationship of muscle function to joint stability as it relates to joint mobility. Students will evaluate range of motion in lower body movements and use the MAT® assessments to identify areas of muscle weakness with a focus on the lower extremities. Study includes applications of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the lower body. Students will also learn how to correlate range of motion limitations to potential muscle weakness by using the Active Muscle Contract and Sustain (AMC&S®) procedure on the lower body. Further study includes palpation of muscle attachment points along with corrective isometrics and reinforcement exercises. The course concludes with a required two-day lab at the MAT® World Headquarters in Denver, CO and the practical MAT® Lower Body certification exam.

MAT215 Applications and Assessments of Upper Body Muscle Function I 4 Credits
Prerequisite: MAT210. Students will be introduced to Muscle Activation Techniques® (MAT®) for the upper body and explore the relationship of muscle function to joint stability as it relates to joint mobility. Students will evaluate range of motion in upper body movements and use the MAT® assessments to identify areas of muscle weakness with a focus on the shoulder girdle. Study includes applications of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the upper body. Further study includes applications of isolated muscle strength testing using the Active Muscle Contract and Sustain (AMC&S®) procedure on the upper body to correlate range of motion limitations to potential muscle weakness. Palpation of muscle attachment points along with corrective isometrics and reinforcement exercises are also studied.

MAT220 Applications and Assessments of Upper Body Muscle Function II 5 Credits
Prerequisite: MAT215. Students will investigate Muscle Activation Techniques® (MAT®) for the upper body and examine the relationship of muscle function to joint stability as it relates to joint mobility. Students will evaluate range of motion in upper body movements and use the MAT® assessments to identify areas of muscle weakness with a focus on the shoulder girdle. Further study includes applications of isolated muscle strength testing using the Active Muscle Contract and Sustain (AMC&S®) procedure on the upper body to correlate range of motion limitations to potential muscle weakness. Palpation of muscle attachment points along with corrective isometrics and reinforcement exercises are also studied. The course concludes with a required two-day lab at the MAT® World Headquarters in Denver, CO and the practical MAT® Upper Body certification exam.

MAT225 Applications and Assessments of Trunk and Spine Muscle Function I 4 Credits
Prerequisite: MAT220. In this course, students will study Muscle Activation Techniques® for the trunk and spine and explore the relationship of muscle function to joint stability as it relates to joint mobility. Students will learn to evaluate range of motion in movements of the trunk and spine and use the MAT® assessments to identify areas of muscle weakness in the trunk and spine. Study includes application of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the trunk and spine. Further study includes applications of isolated muscle strength testing using the Active Muscle Contract and Sustain (AMC&S®) procedure on the trunk and spine to correlate range of motion limitations to potential muscle weakness. Palpation of muscle attachment points along with corrective isometrics and reinforcement exercises are also studied.

MAT230 Applications and Assessments of Trunk and Spine Muscle Function II 5 Credits
Prerequisite: MAT225. Students will investigate Muscle Activation Techniques® for the cervical spine and explore the relationship of muscle function to joint stability as it relates to joint mobility. Students will evaluate range of motion in movements of the cervical spine and use the MAT® assessments to identify areas of muscle weakness in the cervical spine. Study includes application of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the cervical spine. Further study includes applications of isolated muscle strength testing using the Active Muscle Contract and Sustain (AMC&S®) procedure on the cervical spine to correlate range of motion limitations to potential muscle weakness. Palpation of muscle attachment points along with corrective isometrics and reinforcement exercises are also studied. The course concludes with a required two-day lab at the MAT® World Headquarters in Denver, CO and the practical MAT® Spine Certification exam.

MAT235 Applications and Assessments of Cervical Spine Muscle Function 4 Credits
Prerequisite: MAT230. Students will investigate Muscle Activation Techniques® for the foot and explore the relationship of muscle function to joint stability as it relates to joint mobility. Students will learn to evaluate range of motion in movements of the foot. They will use the MAT® assessments to identify areas of muscle weakness in the foot. Study includes application of the Comparative Assessment Mobility Evaluation (CAM®) procedure to evaluate range of motion and identify biomechanical imbalances within the foot. Further study includes applications of isolated muscle strength testing using the Active Muscle Contract and Sustain (AMC&S®) procedure on the foot to correlate range of motion limitations to potential muscle weakness. Students will also learn the applications of palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises for the foot.
MAT240 Application and Assessments of Small Motion Muscle Function: Hand and Foot 5 Credits
Prerequisite: MAT235. Students will investigate Muscle Activation Techniques® for the hand and explore the relationship of muscle function to joint stability as it relates to joint mobility. Students will evaluate range of motion in movements of the hand. They will use the MAT® assessments to identify areas of muscle weakness in the hand. Study includes application of the Comparative Assessment Mobility Evaluation (CAM®) procedure on the hand to correlate range of motion limitations to potential muscle weakness. Students will also learn the applications of palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises. The course concludes with a required two-day lab at the MAT® World Headquarters in Denver, CO and the practical MAT® Hand and Foot certification exam.

NATURAL SCIENCE AND MATHEMATICS

NS070 Algebra Lab 2 Credits
Prerequisite: None. Co-requisite NS116. This course examines introductory algebra skills. Topics of this course include factoring, solving linear equations and inequalities, linear systems, graphing and evaluating expressions, and operations involving polynomials. Students use graphing throughout the course to explore mathematical applications.

NS105 Biology 4 Credits
Prerequisite: None. This course is an introduction to biological science covering topics in modern biology, including molecular aspects, cell biology, physiology, genetics, evolution and ecology. It increases students' understanding of scientific inquiry and includes laboratory sessions either live, virtual, or in combination.

NS111 Environmental Issues 4 Credits
Prerequisite or Concurrent: CM121. This is a survey of contemporary environmental problems. The course stresses holistic and ecological approaches, giving special attention to roles, responsibilities and opportunities for individuals in global environmental problem solving.

NS116 College Algebra I 4 Credits
Prerequisite: Advanced Standing or Co-requisite: NS070. Topics of this course include solving linear and quadratic equations and inequalities, linear systems, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals and an introduction to exponential and logarithmic functions. Students use graphing throughout the course to explore applications that use functions.

NS140 Anatomy and Physiology I 4 Credits
Prerequisite: None. This is the first of a two-quarter series in anatomy and physiology and the study of the mechanisms by which the human body functions. Major themes are relationships between structure and function within the cellular environment. Topics include anatomy and physiological processes of the skeletal, muscular, endocrine, special senses and nervous systems.

NS150 Anatomy and Physiology II 4 Credits
Prerequisite: None. This is the second of a two-quarter series in anatomy and physiology, continuing the study of the human body. Topics include cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems as well as metabolism, nutrition, acid-base balance and fluid, and electrolyte balance.

NS216 College Algebra II 4 Credits
Prerequisite: NS116. Topics include quadratic, transcendental and trigonometric functions and their inverses and properties. Students use graphing to explore analytic geometry of conic sections, build and use simple mathematical models, and use trigonometry to solve problems related to triangles.

NS259 Pre-Calculus 4 Credits
Prerequisite: NS216. This course is an overview of algebra and trigonometry needed to succeed in Calculus. Topics include intervals, inequalities, operations on functions, inverse functions, graphing polynomial and rational functions, binomial theorem, exponential and logarithmic functions, trigonometric functions and formulas.

NS260 Calculus 4 Credits
Prerequisite: NS259. This course is an overview of differential and integral calculus with a focus on applied mathematics. Topics include analysis of tangents and slopes, areas, maxima and minima, and their applications to real world scenarios.

NS305 Statistics 4 Credits
Prerequisite: NS116. This course focuses on descriptive statistics and statistical inference. Topics include data, basic methodologies for gathering data, populations, samples, descriptive measures, probability, sampling distributions, point and interval estimates, hypothesis testing, statistical inference and bivariate data.

NS320 Introduction to Decision Systems 4 Credits
Prerequisite: BS100 or NS116. Many business, management, and economic problems take on recurring patterns. This course is an introduction to operations research, decision systems, game theory and other formal methods of describing and solving problems. Students learn terminology and alternative concepts related to problem solving.
PROFESSIONAL DEVELOPMENT

PD160  Professional Communications I  4 Credits
Prerequisite: None. This course introduces students to the skills and strategies needed to become effective communicators in business and professional settings. Students will learn basic communication skills to help them recognize the appropriate strategies to use when communicating verbally and in written form.

PD200  Professional Communications II  4 Credits
Prerequisite: None. In this course students learn advanced verbal and written skills to help them communicate professionally in the workplace. Students will utilize effective written communication strategies to create business reports, presentations and professional correspondence.

PD225  Applied Ethics  4 Credits
Prerequisite: CM121 or PD160 or PD200. This course introduces the student to ethical issues and how ethical frameworks can be used as a tool in career decision making and daily conduct. Students explore critical thinking techniques to apply in their chosen career field. Topics covered include foundations of ethics, applying ethics to your career field and ethics in the workplace. Students will apply concepts to career case studies.

PD260  Career Capstone  2 Credits
Prerequisite: Student must be within two quarters of completing coursework or one quarter before externship, if applicable. This course focuses on career exploration, job search tools and resources, and professionalism. Students develop career-planning strategies in preparation for entering or advancing within their chosen career fields.

PD350  Practicum  4 Credits
Prerequisite: Last two quarters of program or with permission of dean of students and program chair. The practicum integrates program and general education training through hands-on applications in a workplace environment. Working under the direction and supervision of business owners, managers, supervisors or industry experts, students maintain ethical and professional work standards while applying classroom learning.

SOCIAL SCIENCE

SS103  Global Citizenship  2 Credits
Prerequisite: None. This interdisciplinary social science course explores the influence of community on global citizenship. Topics include contemporary theories that help define local, national and international community membership in the 21st century. Students will examine historical constructs, including, but not limited to, personal perspectives, and social, educational, and professional experiences contribute toward shaping their recognition of, and accountability as, socially responsible community members.

SS116  Introduction to Psychology  4 Credits
Prerequisite or Concurrent: CM121. This course is a basic overview of facts, terms, ideas and research findings that form the basis for modern psychology. The course looks at the science of psychology, considering behavior, perception, learning, memory, human physical and personality development, motivation and stress.

SS140  Interpersonal Relations  4 Credits
Prerequisite: None. This course is a study of the development of interpersonal relations, exploring cognitive, behavioral, attitudinal and contextual interpersonal skills.

SS150  Principles of Economics  4 Credits
Prerequisite: None. This course is an introduction to the basic economizing problem, specific economic issues, price theory and related policy alternatives.

SS205  Sociology  4 Credits
Prerequisite: CM121. Sociology is the study of how social forces such as race, ethnicity, class, gender, sexuality and capitalism shape personality, institutions and cultures in the process of socialization. Topics include research and question construction methods.

SS210  Developmental Psychology  4 Credits
Prerequisites: CM121. The course presents major theories in developmental psychology, including issues and topics across the lifespan such as infancy, childhood, adolescence, adulthood and aging. It emphasizes the biological, psychological and social variables that influence human behavior.

SS311  Human Behavior  4 Credits
Prerequisites: CM121, SS116 or SS140. This course is a study of the influence of sociological, biological and psychological characteristics on various types of human organizations such as families, social groups, organizations, communities and societies.

SS360  Abnormal Psychology  4 Credits
Prerequisite: SS116. This course distinguishes between normal human behavior and psychological dysfunction. Topics include history, causes, treatments and current controversies related to major psychological problems and mental illnesses.

VETERINARY TECHNOLOGY

VT051  Veterinary Foundations of Math  2 Credits
Prerequisite: None. This refresher course covers the arithmetic of whole numbers, fractions, and decimals, including use of real numbers in ratios, percentages, and averages. This course builds on the various ways in which mathematic calculations are used in veterinary technology by providing a translation of animal nursing scenarios into simple, solvable equations.
VT101  Veterinary Medical Terminology  2 Credits
Prerequisite: None. This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and the determination of word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms.

VT104  Veterinary Terminology, Calculations and Drug Metabolism  4 Credits
Prerequisite or Concurrent: Advanced Standing Mathematics. This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and the determination of word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms. This course also introduces the various ways in which mathematical calculations are used in veterinary technology and shows the student how to translate animal nursing scenarios into simple, solvable equations. The course reviews how to arrive at solutions for those equations and provides a foundation for the more advanced technology further along in the curriculum. This course introduces the student to concepts in pharmacology including pharmacokinetics, drug labels, drug administration and fluid therapy.

VT107  Introduction to Veterinary Technology & Office Procedures  4 Credits
Prerequisite: None. This course is an introductory study of various aspects of the world of veterinary medicine and the role of the veterinary technician within that world. Emphasis is placed on learning the basics of animal identification, husbandry, grooming, animal behavior, and physical examinations. Students learn veterinary office economics and paperwork, medical records management, reminders, financial matters, components to popular veterinary software and the concepts of ethics and professionalism in the work place.

VT148  Animal Anatomy and Physiology  4 Credits
Prerequisite: VT101, NS105. The study of anatomy and physiology using a body systems approach. The student learns functions of the various body systems and the interrelationships among these systems in health and disease. Students learn about the anatomy of small animals using cat cadavers as models. This course also includes comparative anatomy with reference to various species of large animals and exotic pets.

VT155  Body System Anatomy, Physiology and Applied Pharmacology I  4 Credits
Prerequisites: VT104. The study of Anatomy, Physiology, and Applied Pharmacology will be taught using a body systems approach. Students will learn about the anatomy of small animals using cat cadavers as models. This course also includes comparative anatomy with reference to various species of large animals and exotic pets. The student learns the functions of the various body systems, the interrelationships among these systems in health and disease, and the associated drugs. Comparative pharmacology will also be referenced with the appropriate body systems.

VT156  Body System Anatomy, Physiology and Applied Pharmacology II  4 Credits
Prerequisites: VT104. The study of Anatomy, Physiology, and Applied Pharmacology will be taught using a body systems approach. Students will learn about the anatomy of small animals using cat cadavers as models. This course also includes comparative anatomy with reference to various species of large animals and exotic pets. The student learns the functions of the various body systems, the interrelationships among these systems in health and disease, and the associated drugs. Comparative pharmacology will also be referenced with the appropriate body systems.

VT177  Veterinary Pharmacology  4 Credits
Prerequisite: VT101 Prerequisite or Concurrent VT148. This course introduces the student to the development and regulations of drugs and vaccines and their use in veterinary medicine. Commonly used drugs are studied using a body systems approach. Calculation of drug dosages and fluid therapy are emphasized and techniques for medication administration to canine and feline patients are covered.

VT182  Imaging  4 Credits
Prerequisites: VT148 or VT155, VT156. Radiation safety and imaging techniques commonly used in veterinary medicine are covered in this course. Students develop radiographic technique charts and practice radiography using live animals.

VT201  Large Animals  4 Credits
Prerequisite or Concurrent: VT182, VT213. This course examines husbandry, behavior, nutrition, and medicine as they relate to horses and production animals. Students develop skills in restraint, sample collection, and medication administration for various large-animal species. Herd-health management, preventative medicine, and drug withdrawal times are areas of emphasis. The constraints of the ambulatory practice setting are also examined, particularly in the areas of reproduction, emergencies, and euthanasia.

VT213  Veterinary Laboratory: Hematology  4 Credits
Prerequisites: VT155, VT156. This course begins with a general introduction to the veterinary clinical sciences; it acquaints students with laboratory safety, OSHA regulations, medical asepsis, infection control, zoontic diseases, glassware, specimen collection, laboratory calculations, and microscopy. This course includes hands-on practice of basic laboratory techniques. This course continues as a study of blood and its various components. Students learn how to properly obtain blood samples, prepare blood smears and perform analysis of the samples, using manual techniques and automated analytical equipment. The functions of the blood cells are emphasized.

VT218  Veterinary Laboratory: Parasitology  4 Credits
Prerequisite or Concurrent: None. This course acquaints students with specimen collection and laboratory procedures for parasitology, urinalysis, and bacteriology. Students will learn to obtain laboratory samples for diagnostic purposes, properly handle and store those samples as well as perform diagnostic testing. This course emphasizes the study of the internal and external parasitic organisms encountered in veterinary medicine, including life cycles, identification procedures, control methods and public health implications.
VT223  Lab Animals, Exotics and Pocket Pets  4 Credits
Prerequisite or Concurrent: VT182, VT213. This course is a study of non-traditional pets, avians and animal species commonly used in research. Students learn methods of restraint, sample collection and medication administration. Common disease processes are also studied, as well as proper nutrition and husbandry. Zoonotic disease potential and biosecurity-safety measures are also discussed.

VT233  Advanced Clinical Laboratory  4 Credits
Prerequisites: VT213, VT218. As an in-depth study of clinical laboratory procedures, students practice sample collection and handling for hematology, parasitology, blood chemistries, urinalysis, microbiology, cytology and serology. Emphasis is placed on the usefulness of these diagnostic techniques in the context of the animal’s overall veterinary care. This course includes discussion of various diseases and disorders evaluated by laboratory testing. Zoonotic disease prevention and biosecurity-safety measures are also covered.

VT237  Animal Disease, Nursing, and Emergency Care  4 Credits
Prerequisites: VT213, VT218. In this course, students learn and practice various aspects of animal husbandry and nursing care, including kennel management and sanitation, animal nutritional requirements in health and disease, reproductive cycles and management, recognition of and response to emergency situations, preventative medicine, and advanced nursing care. Students also learn about some of the more common diseases and disorders seen in veterinary practice.

VT252  Anesthesiology and Pain Management  4 Credits
Prerequisite: VT182, VT233. Co-requisite: VT259. This course prepares the student for the important role of anesthetist in the veterinary surgical team. Drug protocols and anesthesia equipment are studied, along with fluid therapy and pain management. Students learn how to place intravenous catheters, monitor anesthetized animals, and respond to emergency situations.

VT259  Surgical Assisting  4 Credits
Prerequisite: VT182, VT233. Co-requisite: VT252. In this course, students apply their knowledge and skills to animals scheduled for surgical procedures. Pre-surgical assessment and preparation of both the patient and the surgical suite, management of surgical instruments and equipment to maintain sterility, and patient recovery are emphasized. Common types of surgical procedures for both small and large animals are studied, as well as the healing process and related client education.

VT268  Dentistry  2 Credits
Prerequisites or Concurrent: VT182, VT297. In this course, students apply their knowledge and skills to perform routine dental prophylaxis and dental radiographic imaging techniques. A pre-dental assessment and preparation of the patient will be required, along with management of dental instruments and equipment. Dental terminology and common veterinary dental diseases and disorders will be discussed.

VT294  VTNE Review  2 Credits
Prerequisite: All core veterinary technology courses (VTXXX). Prerequisite or Concurrent VT268, VT297 and PD260. This course will serve to assist the student in preparing for the Veterinary Technician National Exam (VTNE). Successful completion of this exam is required by majority of the states for certificated, licensed or registered veterinary technicians to be credentialed. Mock exams in specific subject areas are an integral part of this course.

VT297  Veterinary Clinical Externship  8 Credits
Prerequisites or Concurrent: VT268, PD260. This course provides for the practical application of the student’s knowledge and skills in an actual veterinary setting, through externship arrangements with area clinics. Each student will be supervised by the campus externship coordinator as well as by a designated extern site supervisor. This clinical rotation is a non-paid position, as it is an extension of the student’s classroom training. Successful completion of the clinical training is required for graduation from the Veterinary Technician program.
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