2024-2025

UNDERGRADUATE

COURSE CATALOG

PEIRCE COLLEGE

SINCE 1865

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GENERAL INFORMATION

PEIRCE COLLEGE

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Fax: 215-670-9366

Email: info@peirce.edu
Online: www.peirce.edu
Portal: my.peirce.edu
Blog: blog.peirce.edu

SCHOOL CLOSING INFORMATION FOR MAIN CAMPUS AND ALL LOCATIONS

School closing and delayed openings will be announced on:
KYWschools.com, CBS 3, NBC 10, 6 ABC, and FOX 29
my.peirce.edu
X: @PeirceCollege
Facebook: Peirce College

Students may also sign up to receive text message alerts from the College. More information can be found on the My Info tab of the my.peirce.edu portal.

GENERAL INFORMATION

PEIRCE COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION.

Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all employment decisions, policies, and practices, and in connection with all educational programs and activities.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on the basis of race, gender, ethnicity, religion, a religious group's actual or perceived shared ancestry or ethnic characteristics, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, gender identity or expression, military status, or any other protected classifications in its employment, admissions, programs, and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes and College policies.

The College's policy on equal opportunity supports and is consistent with the College's commitment to enhancing diversity and inclusiveness. We strive to ensure that we have policies and practices, which are respectful of diversity and inclusion. Inquiries or complaints relating to equal opportunity for prospective or current students may be directed to the Associate Vice President, Human Resources and Chief Diversity & Inclusion Officer/Title IX Coordinator, who is available at the Human Resources Department, and can be reached at 215-670-9328.

If a prospective or current student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact the Student Disability Services Coordinator, who is available at the Mary W. Walker '33 Center for Academic Excellence and can be reached at 215-670-9251.

Accessibility Statement

Peirce College is committed to providing reasonable accommodations for an accessible campus to include but not limited to gender neutral restrooms.

GENERAL INFORMATION

PEIRCE COLLEGE ACCREDITATION

Peirce College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. The College's accreditation status is **Accreditation Reaffirmed**. The Commission's most recent action on the institution's accreditation status on March 10, 2022 was to reaffirm accreditation. The next Self Study evaluation is scheduled for 2028-29. To view Peirce's Statement of Accreditation Status (SAS), please visit the College's directory listing on the Commission's webpage.

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Peirce College is authorized to award degrees by the Pennsylvania Department of Education.

All inquiries concerning the accreditation of Peirce College can be directed to Dr. Rita Toliver-Roberts, Vice-President, Academic Affairs & Provost at provost@peirce.edu.

The College is approved for Veteran and Vocational Rehabilitation training. Covered individuals are any individuals, veterans, members of the National Guard, survivors and dependents of deceased and disabled veterans who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. The Veterans Administration determines eligibility for benefits. The College has a designated certifying official for veteran's benefits.

Degree Program Accreditations and Approvals:
The American Bar Association (ABA) approves the Peirce College certificate, associate, and bachelor's programs in Paralegal Studies.

The Accreditation Council for Business Schools and Programs (ACBSP) accredits the Peirce College Associate and Bachelor of Science degrees in Business Administration.

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredits the Peirce College Associate in Science degree in Health Information Technology (HIT) and the Bachelor of Science degree in Health Information Administration (HIA).

The Society for Human Resource Management (SHRM) confirms that Peirce College's Bachelor of Science in Human Resource Management degree program fully aligns with the SHRM HR curriculum guidelines.

State Authorization and Reciprocity Agreement (SARA)
The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by postsecondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts.

The Pennsylvania Department of Education (PDE) approved the Peirce College application to participate in the State Authorization Reciprocity Agreement (SARA) on December 12, 2016. NC-SARA welcomed Peirce as an institutional participant in January 2017. Please visit the NC-SARA website for current information including a directory of participating institutions.

GENERAL INFORMATION

DISCLAIMER

This Catalog is not a contract and is for informational purposes only. The College reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret, or make changes of any nature to this document as well as to any other policies, procedures, or programs of the College including, without limitation, with respect to the College's degree and non-degree academic programs of study, offerings, and requirements, departments, courses, announcements, class hours and schedule, academic calendar dates, tuition rates, fee schedules, financial aid offerings, minimum charges applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other person. The most up-to-date catalog information can be found at www.peirce.edu.

MISSION STATEMENT

We empower adult learners to improve their lives by achieving career goals through academic offerings aligned with evolving workforce needs.

VISION STATEMENT

To be a transformational leader focused on providing adult learners with innovative academic programs through flexible delivery options and dynamic partnerships.

PEIRCE INSTITUTION-WIDE UNDERGRADUATE LEARNING OUTCOMES

A Peirce College undergraduate will be able to:

1. Communicate clearly and effectively both orally and in writing.
2. Solve problems using critical, analytical, and quantitative skills.
3. Locate reliable and relevant sources, and effectively use that information in an ethical manner, with appropriate attribution.
4. Demonstrate proficiency with current technologies.
5. Assess multiple ethical frameworks and apply ethics in private, public, and professional contexts.
6. Recognize diverse points of view and lived experiences.
7. Demonstrate up-to-date knowledge, skills, and methods in one's discipline.

PEIRCE COLLEGE CORE VALUES

Vision & Innovation – We believe visionary and innovative thinking is integral to our mission and critical for institutional growth. Being a visionary is at the core of who we are and the lens in which we view our roles. We know higher education, employers' needs, and the workforce are ever-changing. We understand how important it is to use creative thinking to channel our imagination and create new solutions. We know that our students need to be prepared with the skills and credentials required for jobs and professional growth, and we know employers need skilled people. At Peirce, we believe thinking creatively, trying new things, taking measured risk and adapting to changing circumstances are pivotal characteristics of success.

Excellence – Our commitment to excellence impels both individuals and the college to consistently strive for outcomes that are exemplary rather than satisfactory. Striving for excellence resonates through all aspects of the college from academic programming, adult learner-services, external partnerships, recruitment, and college operations. This value inspires us to recognize our people's significant achievements and contributions that fulfill our mission and further our strategy.

GENERAL INFORMATION

Integrity - Integrity, whether personal or institutional, implies coherence between words and acts. When faced with difficult decisions or hard choices we do the right thing even in adversity. We are committed to our values and we protect our college culture through our commitment to possessing integrity and acting ethically at an organizational level. Carrying out each action with honesty will foster trustworthiness amongst each other, with our adult learners, and in our dealings with others.

Diversity, Equity, Inclusion & Belonging - Diversity builds a community that fosters a climate that is open and welcoming to diverse people, ideas and perspectives. We strive to be a welcoming, caring, and equitable community where adult learners, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation.

Collaboration - We believe in the power of working together by building trust and strong relationships with internal and external stakeholders. We practice open and honest communication and sharing information that is essential for success. We treasure the opportunity to be recognized as a valued community partner.

Learning Centered – At Peirce, we approach learning as a process not a product. Learning at Peirce means increasing the capacity of our adult learners, our people and our organization to achieve the knowledge, skills, attitudes, and values that will enable success. At bottom, learning at the College is about solving problems and creating opportunities.

DEGREE PROGRAM INFORMATION

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

BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Peirce College offers the following degree programs:

Associate Degrees

- Business Administration
- Criminal Justice Studies
- General Studies
- Health Information Technology
- Information Technology
- Leadership Development
- Office Management and Supervision
- Paralegal Studies

Bachelor's Degrees

- Accounting
- Business Administration with an optional concentration in

- o   Management
- Criminal Justice Studies
- Healthcare Administration
- Health Information Administration
- Human Resource Management
- Human Services Leadership
- Information Technology with concentrations in
  - o   Networking, Administration, and Security
  - o   Programming and Application Development
- Liberal Studies
- Organizational Leadership and Management
- Paralegal Studies
- Public Health Administration
- Technology Management

A minimum of 61 credits is required to complete any associate degree program. A minimum of 121 credits is required for any bachelor's degree program. Most courses are offered in accelerated evening, on site, and online delivery options.

CERTIFICATES OF PROFICIENCY

Peirce students may earn certificates of proficiency in the following programs:

- CannaBusiness
- Client Service
- Cloud Computing
- Cybersecurity
- Financial Operations
- Human Resource Management
- Information Technology Support
- Medical Billing
- Medical Coding
- Paralegal Studies
- Project Management Administration
- Quality Service Management
- Supply Chain Management & Logistics

OUTCOMES-BASED CURRICULUM

Peirce College offers an outcomes-based curriculum. For each course and for each degree program, faculty members have identified the specific outcomes students are expected to achieve. Course outcomes include the skills, competencies, and knowledge that indicate a student has mastered a subject. Program outcomes, as well as the outcomes of the core curriculum, are demonstrated in the capstone courses in all programs

and concentrations. In order to graduate from the College, each student must demonstrate competency of those outcomes identified for his/her degree program.

COURSE DELIVERY OPTIONS

Peirce provides practical, high quality degree programs where most courses are taught in an accelerated format. Three-credit courses are 8 or 15 weeks in length in the fall and spring terms and 7 or 14 weeks in length in the summer term. Courses are offered in three interchangeable formats:

On campus in Center City, Philadelphia, PA; on site at company and community locations throughout the region; and online through distance learning. Hybrid courses include a blend of on campus/on site learning and virtual learning. Students should refer to their course syllabus for a detailed description of the course learning requirements. All formats use the same professors and curricula and promote the same learning outcomes. Regardless of the delivery format, all courses include 45 hours of direct faculty instruction and 90 hours of out of class work.

ON CAMPUS AND ONSITE CLASSES

Classes that meet on campus or on site typically meet once per week for four hours. In accordance with the federal definition of credit hour, a three-credit course represents the equivalent of 45 hours of direct faculty instruction and 90 hours of out of class student work. Direct faculty instruction is instruction led by faculty teaching a course. Out of class student work is all work a student completes on his or her own, which includes preparatory work for class.

ONLINE CLASSES

Online classes are designed to include 45 hours of direct faculty instruction and 90 hours of out of class student work where all class work is completed online. Students will have deadlines throughout the course that they are expected to meet, usually on a weekly basis. Although delivered asynchronously, online courses are each supplemented with a minimum of 90 minutes per week of live, instructor-led classes offered via Zoom. For technology requirements, please refer to the Computer/Internet Requirements for Students policy, which appears in *SECTION IV*. For additional information, please visit our website at http://www.peirce.edu or contact the Admissions Office at 888-467-3472, extension 9000.

WRITING ENHANCED COURSES

Because excellent written communication skills are essential for both academic and professional success, Peirce College has designated certain required courses as Writing Enhanced. These courses are offered across the curriculum as an integral part of all degree requirements. Writing Enhanced courses contain a variety of writing assignments that will help students master the course content while developing critical thinking, writing, and reading skills. A Writing Enhanced course is designed to integrate the teaching of specific subject matter and writing in a particular field or discipline. These courses approach writing as a process of planning, drafting, and revising, focusing on research skills and writing for a specific audience in an appropriate voice. Students should expect to devote significant time to the writing process and are encouraged to utilize Peirce Library resources, Walker Center writing tutors, and virtual tutoring.

Students should refer to the course descriptions for the Writing Enhanced course designation.

GENERAL EDUCATION

GENERAL EDUCATION MISSION STATEMENT

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

VISION STATEMENT

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

GOALS

The Core Curriculum advances the undergraduate institution-wide learning outcomes listed on page 4.

CORE CURRICULUM

The purpose of core courses is to expose students to a variety of the crucial building blocks needed in all fields of study.

For associate degree programs, the Core Curriculum consists of:	
Number of Courses	**Course Subject**
3	English/Communication courses (Required: ENG 101 English Composition, ENG 103 Rhetoric and Research, and COM 112 Speech Communication)
1	Mathematics course (Required: MAT 101 Introduction to College Mathematics)
1	Humanities course (Required: HUM 102 Introduction to Ethics)
1	Social Science course
1	Science course
1	Technology course (Required: BIS 111 Application Software Fundamentals)
1	General Education course

See page 9 for a listing of general education courses.

For bachelor's degree programs, the Core Curriculum consists of:	
Number of Courses	**Course Subject**
4	English/Communication courses (Required: ENG 101 English Composition, ENG 103 Rhetoric and Research, COM 112 Speech Communication, and COM 312 Practical Reasoning)
2	Mathematics courses (Required: MAT 101 Introduction to College Mathematics)
2	Humanities/History courses (Required: HUM 102 Introduction to Ethics)
2	Social Science courses
2	Science courses
1	Technology course (Required: BIS 111 Application Software Fundamentals)
1	General Education course

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

GENERAL EDUCATION

2024-25 Core Curriculum Courses

ENGLISH/COMMUNICATIONS CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
COM 112	Speech Communication			3
COM 202	Intercultural Communication	ENG 101		3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English		3
ENG 103♦	Rhetoric and Research	ENG 101		3
ENG 202	Introduction to Literature	ENG 101		3

HUMANITIES/HISTORY CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
HUM 102	Introduction to Ethics	ENG 103		3
HUM 104	Critical Thinking and Reading			3
HUM 105	World Religions			3
HUM 107	Introduction to Gender Issues			3
HUM 108	Introduction to the African American Experience			3
HUM 275♦	Leadership and the Humanities	ENG 101		3
HUM 300	The Great Thinkers			3
HIS 105	U.S. History I			3
HIS 320	African Civilizations			3

MATHEMATICS CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics		3
MAT 102	College Algebra	MAT 101		3
MAT 109	Statistics I	MAT 101 for health majors MAT 102 for all other majors		3
MAT 210	Statistics II	C or above in MAT 109		3
MAT 213	Calculus I	C or above in MAT 102		3
MAT 214	Calculus II	MAT 213		3
MAT 370	Applied Discrete Mathematics	C or above in MAT 102		3

♦*Writing Enhanced Course*

GENERAL EDUCATION

2024-25 Core Curriculum Courses

SCIENCE CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
SCI 105	Exploring the Science of Life			3
SCI 220	The Physical World			3
SCI 240	Anatomy and Physiology I		C or above is required for all health majors	3
SCI 250	Anatomy and Physiology II	SCI 240	C or above is required for all health majors	3
SCI 270	Pathophysiology	HIT 101 and SCI 240	C or above is required for HIT, HIA, and Medical Coding Certificate students	3
SCI 330	Environmental Science	ENG 103		3

SOCIAL SCIENCE CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
ECO 101	Macroeconomics			3
ECO 102	Microeconomics			3
ECO 340	International Economics	C or above in ECO 101 and ECO 102; MAT 102 and MAT 109 are recommended.		3
ECO 350	Managerial Economics	C or above in ECO 101 and ECO 102; MAT 102 and MAT 109 are recommended.		3
PSC 101	Introduction to American Government			3
PSC 103	Introduction to Comparative Government			3
PSY 101	Introduction to Psychology			3
PSY 270	Abnormal Psychology	PSY 101		3
SOC 101	General Sociology			3
SOC 240	Sociology of Behavior and Illness			3

TECHNOLOGY CORE AREA				
Course No.	**Course Name**	**Prerequisites**	**Grade**	**Credits**
BIS 111	Application Software Fundamentals			3
BIS 222	Intermediate Office Applications	BIS 111		3

BUSINESS DIVISION

BUSINESS DIVISION MISSION STATEMENT

Through innovative, high-quality, and career-relevant academic programs, the Peirce College Business Division offers students depth and breadth of knowledge in business leadership within an adaptive global environment. Industry and workforce aligned curricula prepare students for leadership roles in the workplace and society. Utilizing their acquired business acumen, students are prepared to achieve their career and educational goals through an environment built on diversity, equity, and inclusion through collaborative approaches. We achieve this by:

- Delivering learning opportunities in a thoughtful and open environment and embracing diversity, equity, inclusion, and belonging.
- Offering stackable credentials through certificates and degrees.
- Fostering collaborative learning environments which meet the needs of adult learners.
- Encouraging participation in a variety of student services such as networking, tutoring, workshops, career development, and additional educational support.
- Integrating flexibility and innovation throughout the Division.
- Supporting, engaging, and developing faculty who are experts in the field and leaders in their disciplines.

BUSINESS DIVISION VISION STATEMENT

The Business Division at Peirce College will provide a nationally recognized program in business education for undergraduate students and selected programs of graduate study. The programs of study will be distinguished by the personalized attention accorded to students, an integrated and contemporary curriculum, and the dedication of the faculty to creating challenging, pertinent academic and practical experiences, and thus, facilitating career opportunities for graduates.

Bachelor of Science in Accounting 2024-25 Curriculum
The Accounting degree program is part of the Business Division

ACCOUNTING PROGRAM DESCRIPTION

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

ACCOUNTING PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply generally accepted accounting principles in preparing financial statements for use in business decision making.
2. Integrate knowledge of accounting with information technology in the development of financial decisions.
3. Apply appropriate research methods to the analysis of accounting and financial issues and communicate recommendations.
4. Work in teams to complete projects and solve problems.
5. Assess ethical issues in economic competition and organizational management; make recommendations for resolutions.

BUSINESS DIVISION

Bachelor of Science in Accounting 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101		1
BIS 111	Application Software Fundamentals		3
COM 112	Speech Communication		3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ECO 101	Macroeconomics		3
ECO 102	Microeconomics		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI	Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 101	Accounting Principles	Completion of college-level math with a grade of C or above	C or above	3
LAW 103	Business Law			3
MKT 101♦	Introduction to Marketing			3
MAT 109	Statistics I	MAT 102		3
ACC 201	Financial Accounting	ACC 101	C or above	3
ACC 203	Intermediate Accounting I	ACC 201	C or above	3
ACC 204	Intermediate Accounting II	ACC 203	C or above	3
ACC 222	Managerial Accounting	ACC 201	C or above	3
FIN 201	Introduction to Finance	ACC 201	C or above	3
BUS 301	Global Dimensions in Business	BUS 100		3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
ACC 301	Auditing	ACC 204	C or above	3
ACC 325	Taxation	ACC 204	C or above	3
MGT 310	Ethical Leadership	MGT 210		3
FIN 401	Financial Analysis	FIN 201	C or above	3
ACC 450♦	Accounting Capstone	All 300 and 400-level Accounting and Finance courses	C or above	3
CWE 406 or ELE	Cooperative Work Experience or Elective Course			3
ELE	Electives (choose 8)			24
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

♦*Writing Enhanced Course*

BUSINESS DIVISION

Associate in Science in Office Management and Supervision 2024-25 Curriculum

OFFICE MANAGEMENT AND SUPERVISION PROGRAM DESCRIPTION

The Associate of Science in Office Management and Supervision program provides students with a comprehensive understanding of the fundamental principles and practices essential for overseeing and optimizing office functions. This program equips students with the necessary skills to thrive in various administrative and supervisory roles within an office environment.

OFFICE MANAGEMENT AND SUPERVISION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Demonstrate proficiency using various office applications, including word procession, spreadsheets and presentation software to improve office productivity and workflow.

2. Apply business principles including accounting, management, and marketing to business situations.

3. Examine the dynamics of workplace culture, collaboration, diversity, and inclusion.

4. Apply fundamental management concepts and principles to effectively oversee office operations.

Associate in Science in Office Management and Supervision 2024-25 Curriculum

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
SCI	Science Core (choose 1)			3
SOC SCI	Social Science Core (choose 1)			3
GEN ED	Gen Ed Core (choose 1)			3
		MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:		**28**
PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
BUS 140	Applications of Professional Office Practices			3
ACC 105	Fundamentals of Accounting	Completion of college-level math with a grade of C or above		3
MGT 119	Emotional Intelligence in the Workplace	ENG 101 or concurrently enrolled		3
MGT 126	Organizations and People	ENG 101 or concurrently enrolled		3
MGT 210	Applied Management Concepts	BUS 100	C or above	3
MKT 208	Internet Marketing			3
BIS 222	Intermediate Office Applications	BIS 111		3
HRM 201♦	Human Resource Management	ENG 103		3
ELE	Electives (choose 2)			6
		MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:		**33**
		MINIMUM TOTAL CREDITS:		**61**

♦*Writing Enhanced Course*

BUSINESS DIVISION

Associate in Science & Bachelor of Science in Business Administration 2024-25 Curriculum

BUSINESS ADMINISTRATION PROGRAM DESCRIPTION

Peirce College's ACBSP-accredited degrees in Business Administration will prepare students for employment in public and private sectors. Critical thinking and problem-solving skills obtained in this program may lead to positions of responsibility in manufacturing, service industries, healthcare, and governmental agencies. Graduates from the business administration bachelor's level can apply for graduate studies in business and related fields.

BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply business principles including accounting, finance, management, and marketing to business situations.

2. Integrate information technology proficiently in the analysis of problems and the development of solutions for business situations.

3. Apply appropriate research methods to the analysis of business issues and communicate recommendations.

4. Work in teams to complete projects and solve problems.

5. Assess ethical issues in economic competition and organizational management; make recommendations for resolutions.

6. Apply principles fundamental to the discipline of a chosen Business Administration concentration.

Associate in Science in Business Administration 2024-25 Curriculum

The Associate in Business Administration offers students a foundation of academics and business principles that help them develop as business professionals. With the program's practical applications, students are able to adapt classroom learning to the workplace quickly. Peirce associate graduates are strongly encouraged to complete the bachelor's degree, opening the door to higher levels of responsibility. Students continuing on to a bachelor's level concentration should consider the following as associate level electives.

Management: BUS 301, MGT 204

Please consult with your academic advisor when developing the best schedule for your needs and interests.

BUSINESS DIVISION

Associate in Science in Business Administration 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC — PRC 100 or PRC 101			1
BIS 111 — Application Software Fundamentals			3
COM 112 — Speech Communication			3
ECO 101 — Macroeconomics			3
ENG 101 — English Composition	Placement into college-level English	C or above	3
ENG 103♦ — Rhetoric and Research	ENG 101	C or above	3
HUM 102 — Introduction to Ethics	ENG 103		3
MAT 101 — Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102 — College Algebra	MAT 101		3
SCI — Science Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**28**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
BUS 100 — Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 101 — Accounting Principles	Completion of college-level math with a grade of C or above	C or above	3
ACC 201 — Financial Accounting	ACC 101	C or above	3
ECO 102 — Microeconomics			3
FIN 201 — Introduction to Finance	ACC 201	C or above	3
LAW 103 — Business Law			3
MKT 101♦ — Introduction to Marketing			3
MGT 210♦ — Applied Management Concepts	BUS 100	C or above	3
CWE 104 or ELE — Cooperative Work Experience or Elective Course			3
ELE — Recommend Business Elective - Focus Option (choose 2) See list above			6
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**33**
MINIMUM TOTAL CREDITS:			**61**

♦*Writing Enhanced Course*

BUSINESS DIVISION

Bachelor of Science in Business Administration 2024-25 Curriculum

Peirce College offers a general Bachelor of Science in Business Administration that provides students with a customizable way to align more closely the acquisition of business knowledge with career needs and personal interests. This approach can accommodate previous experience and can enable the exploration of ways that business, society, and technology intersect within the global economy. Students of the general Business Administration bachelor's degree benefit from its solid base of academic and business fundamentals, as well as its ability to facilitate a more personalized academic journey through the selection of general education and business electives.

Please consult with your academic advisor when developing the best schedule for your needs and interests.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ECO 101	Macroeconomics			3
ECO 102	Microeconomics			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI	Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

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PEIRCE COLLEGE SINCE 1865

BUSINESS DIVISION

Bachelor of Science in Business Administration 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 101	Accounting Principles	Completion of college-level math with a grade of C or above	C or above	3
LAW 103	Business Law			3
MKT 101♦	Introduction to Marketing			3
ACC 201	Financial Accounting	ACC 101	C or above	3
ACC 222	Managerial Accounting	ACC 201	C or above	3
FIN 201	Introduction to Finance	ACC 201	C or above	3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
MAT 109	Statistics I	MAT 102		3
MGT 310	Ethical Leadership	MGT 210		3
BUS 301	Global Dimensions in Business	BUS 100		3
FIN 401	Financial Analysis	FIN 201	C or above	3
MGT 404	Operations Management	MGT 210 and MAT 109	C or above	3
BUS 450♦	Policy and Strategy Formulation	FIN 401, and MGT 404; BUS450 and MGT404 should not be taken concurrently	C or above	3
BUS ELE	Business Elective Courses (choose 6)			18
ELE	Elective Courses (choose 6) Students may select an approved academic track to fulfill elective requirements.			18
		MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:		**78**
			MINIMUM TOTAL CREDITS:	**121**

BUSINESS ADMINISTRATION ACADEMIC TRACKS

Quality Service Management
- COM 202 Intercultural Communications
- MGT 114 Essentials in Customer Service
- MGT 126 Organizations and People
- MGT 119 Emotional Intelligence in the Workplace
- MGT 130 Introduction to Supervision and Management
- MGT 132 Process Management

Leadership
- BUS 100 Introduction to Business
- MGT 114 Essentials of Customer Service
- MGT 119 Emotional Intelligence in the Workplace
- MGT 210 Applied Management Concepts
- MGT 306 Organizational Dynamics
- MGT 310 Ethical Leadership

Human Resource Management
- HRM 201 Introduction to Human Resource Management
- HRM 306 Managing Employment Law
- HRM 310 Training Development and Design
- HRM 350 Human Capital Management
- HRM 395 Total Rewards
- MGT 126 Organizations and People

For prerequisite requirements and an updated listing on academic tracks, please contact your academic advisor.

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BUSINESS DIVISION

Bachelor of Science in Business Administration, Concentration in Management
2024-25 Curriculum

This concentration will help students develop the skills necessary to recognize, recruit, and manage talent; understand and construct effective organizations; and implement the company's vision and mission. Courses cover state-of-the art management techniques, leadership dynamics and team building, business ethics, and more. Equipped with critical thinking skills and strategic insight, graduates will be assets to employers who desire forward thinking management.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ECO 101	Macroeconomics			3
ECO 102	Microeconomics			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI	Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
		MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:		**43**

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 101	Accounting Principles	Completion of college-level math with a grade of C or above	C or above	3
LAW 103	Business Law			3
MKT 101♦	Introduction to Marketing			3
ACC 201	Financial Accounting	ACC 101	C or above	3
ACC 222	Managerial Accounting	ACC 201	C or above	3
FIN 201	Introduction to Finance	ACC 201	C or above	3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
MAT 109	Statistics I	MAT 102		3
HRM 201♦	Human Resource Management	ENG 103 or concurrently enrolled		3
BUS 301	Global Dimensions in Business	BUS 100		3
MGT 204	Production and Operations Analysis	BUS 100		3
MGT 306	Organizational Dynamics	MGT 210		3

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BUSINESS DIVISION

**Bachelor of Science in Business Administration, Concentration in Management
2024-25 Curriculum(continued)**

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
MIS 302	Project Management	ENG 103 and BIS 111		3
MGT 310	Ethical Leadership	MGT 210		3
MGT 405	Strategic Management	MGT 210		3
MKT 401	Marketing Management	MKT 101		3
FIN 401	Financial Analysis	FIN 201	C or above	3
MGT 404	Operations Management	MGT 210 and MAT 109	C or above	3
BUS 450♦	Policy and Strategy Formulation	FIN 401, and MGT 404; BUS450 and MGT404 should not be taken concurrently	C or above	3
CWE 104 or ELE	Cooperative Work Experience or Elective Course			3
CWE 304 or ELE	Cooperative Work Experience or Elective Course			3
ELE	Elective Courses (choose 4)			12
		MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:		**78**
		MINIMUM TOTAL CREDITS:		**121**

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BUSINESS DIVISION

Bachelor of Science in Human Resource Management 2024-25 Curriculum

HUMAN RESOURCE MANAGEMENT PROGRAM DESCRIPTION

The Peirce College Bachelor of Science in Human Resource Management degree program prepares students for employment in the human resource field and to sit for the Professional in Human Resources (PHR) certification exam administered by the Human Resource Certification Institute (HRCI). Students will translate theoretical concepts into the practical solutions needed to address problems and perform strategically in the field of human resources. The program is aligned with curricular guidelines established by the Society of Human Resource Management (SHRM).

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

HUMAN RESOURCE MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Demonstrate competency in core business disciplines and the ability to apply this knowledge to human resource management situations.

2. Assess core human resource management policies, procedures, and processes.

3. Evaluate statutory and legal requirements when administering human resource management policies and procedures.

4. Assess human resource management issues in a global context and choose and defend resolutions.

5. Apply appropriate research methods to the analysis of human resource management issues and communicate recommendations.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ECO 101	Macroeconomics			3
ECO 102	Microeconomics			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI	Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
	MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

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BUSINESS DIVISION

Bachelor of Science in Human Resource Management 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 105	Fundamentals of Accounting	Completion of college-level math with a grade of C or above		3
FIN 105	Finance for Non-Financial Managers	ACC 105		3
MKT 101♦	Introduction to Marketing			3
MAT 109	Statistics I	MAT 102		3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
HRM 201♦	Human Resource Management	ENG 103 or concurrently enrolled	C or above	3
HRM 306	Managing Employment Law	HRM 201		3
HRM 310	Training Development and Design	HRM 201		3
HRM 330	HR Information Systems	HRM 201		3
HRM 350	Human Capital Management	HRM 201		3
HRM 380	Labor and Employee Relations	HRM 201		3
HRM 395	Total Rewards	HRM 201		3
MGT 310	Ethical Leadership	MGT 210		3
HRM 410	Organizational Development	HRM 201		3
HRM 420	Global HR and Diversity	HRM 201		3
MGT 404	Operations Management	MGT 210 and MAT 109	C or above	3
HRM 450♦	HRM Capstone	All 300-level HRM courses must be completed	C or above	3
CWE 304 or ELE	Cooperative Work Experience or Elective Course			3
ELE	Elective Courses (choose 7)			21
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

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BUSINESS DIVISION

Associate of Science in Leadership Development 2024-25 Curriculum

LEADERSHIP DEVELOPMENT PROGRAM DESCRIPTION

The Associate in Leadership Development offers students a foundation of academics and leadership principles with the backdrop of customer service. The program encompasses practical applications delivered in an engaging environment and can be utilized immediately in the workplace. Students will gain working knowledge in areas of supervision, team-building skills, fundamental management techniques, and conflict management. Embedded in this degree are two certificates of proficiency in customer service and customer service management.

LEADERSHIP DEVELOPMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able:

1. Identify and use fundamental skill sets necessary for academic and professional success.

2. Explain key elements of successful customer service.

3. Demonstrate the ability to work and communicate effectively with others.

4. Understand the importance of one's role to the success of the organization.

5. Learn to manage interpersonal relationships thoughtfully and productively.

6. Demonstrate ability to work effectively with others by leading, negotiating, and collaborating as a team.

7. Facilitate and assess effective process and change management.

8. Use appropriate strategies and solutions for dealing with unexpected conflicts and differences in order to maintain a productive workflow.

9. Display a basic understanding of budget creation and management.

10. Use logical thought processes to analyze and draw conclusions.

11. Apply theory and practice of leadership principles in identifying organizational problems and opportunities and communicate recommendations.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
HUM 102	Introduction to Ethics	ENG 103		3
PSY 101	Introduction to Psychology			3
COM 112	Speech Communication			3
COM 202	Intercultural Communication	ENG 101		3
SCI	Science Core (choose 1)			3
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**28**

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BUSINESS DIVISION

Associate of Science in Leadership Development 2024-25 Curriculum

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
BUS 100 Introduction to Business	ENG 103 or concurrently enrolled		3
MGT 114 Essentials of Customer Service	ENG 101 or concurrently enrolled		3
MGT 119 Emotional Intelligence in the Workplace	ENG 101 or concurrently enrolled		3
MGT 126 Organizations and People	ENG 101 or concurrently enrolled		3
MGT 130 Intro to Supervision and Management	ENG 101 or concurrently enrolled		3
MGT 132 Process Management	ENG 101 or concurrently enrolled		3
MGT 210♦ Applied Management Concepts	BUS 100	C or above	3
ELE Elective Courses (choose 4) Recommended: ECO 101			12
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**33**
MINIMUM TOTAL CREDITS:			**61**

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BUSINESS DIVISION

Bachelor of Science in Organizational Leadership and Management 2024-25 Curriculum

ORGANIZATIONAL LEADERSHIP AND MANAGEMENT PROGRAM DESCRIPTION

The Peirce College Bachelor of Science degree in Organizational Leadership and Management enables students to strengthen the foundation of their academic experience with a curriculum designed to build the knowledge and skills that can lead to opportunities in a range of fields. With a focus on ethics, effective communications, and the dynamic development of organizations, students of Organizational Leadership and Management learn how to leverage resources and apply theories and principles to leadership challenges they may face in their current or future places of employment.

ORGANIZATIONAL LEADERSHIP AND MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply theory and practice of leadership principles in identifying organizational problems and opportunities and communicate recommendations.

2. Integrate business knowledge with information technology and research methods to facilitate informed decision making.

3. Work in teams to complete projects and solve problems.

4. Assess ethical issues in economic competition and organizational management; make recommendations for resolutions.

The Bachelor of Science in Organizational Leadership and Management is a degree completion program with a curriculum designed to allow students with significant transfer credit to expedite the completion of their bachelor's degree. Students must have completed 30 transferable credits prior to enrollment in this program. Students must complete a minimum of 6 courses (18 credits) at Peirce College.

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC 101 Peirce College Orientation			1
BIS 111 Application Software Fundamentals			3
COM 112 Speech Communication			3
COM 312 Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101 English Composition	Placement into college-level English	C or above	3
ENG 103♦ Rhetoric and Research	ENG 101	C or above	3
HUM 102 Introduction to Ethics	ENG 103		3
HUM/HIS Humanities/History Core (choose 1)			3
MAT 101 Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102 College Algebra	MAT 101		3
PSY 101 Introduction to Psychology			3
SCI Science Core (choose 2)			6
SOC SCI Social Science Core (choose 1)			3
GEN ED General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

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BUSINESS DIVISION

Bachelor of Science in Organizational Leadership and Management 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
BUS 100	Introduction to Business	ENG 103 or concurrently enrolled		3
ACC 105	Fundamentals of Accounting	Completion of college-level math with a grade of C or above		3
FIN 105	Finance for Non-Financial Managers	ACC 105		3
MAT 109	Statistics I	MAT 102		3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
MIS 205♦	Ethical Management of Information Technology	ENG 103		3
HRM 201♦	Human Resource Management	ENG 103 or concurrently enrolled		3
MGT 306	Organizational Dynamics	MGT 210		3
MGT 310	Ethical Leadership	MGT 210		3
HRM 310	Training Development and Design	HRM 201		3
MIS 302	Project Management	ENG 103 and BIS 111		3
HRM 410	Organizational Development	HRM 201		3
BUS 440	Applied Business Research	MAT 109 and MGT 310	C or above	3
ELE	Elective Courses (choose 13) Students may select an approved academic track to fulfill elective requirements.			39
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**78**
MINIMUM TOTAL CREDITS:				**121**

ORGANIZATIONAL LEADERSHIP AND MANAGEMENT ACADEMIC TRACKS	
Quality Service Management • COM 202 Intercultural Communications • MGT 114 Essentials in Customer Service • MGT 126 Organizations and People • MGT 119 Emotional Intelligence in the Workplace • MGT 130 Introduction to Supervision and Management • MGT 132 Process Management	**Human Resource Management** • HRM 201 Introduction to Human Resource Management • HRM 306 Managing Employment Law • HRM 310 Training Development and Design • HRM 350 Human Capital Management • HRM 395 Total Rewards MGT 126 Organizations and People

For prerequisite requirements and an updated listing on academic tracks, please contact your academic advisor.
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BUSINESS DIVISION

Certificate of Proficiency in CannaBusiness 2024-25 Curriculum

CANNABUSINESS PROGRAM DESCRIPTION

The Certificate of Proficiency in CannaBusiness is a 19-credit undergraduate certificate introducing students to the cannabis industry, business competencies, legal considerations, and health and wellness applications. Additionally, the program provides a focus on marketing, customer service, and several components of organizational structure for a customer-facing work environment.

CANNABUSINESS PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Explain the legal landscape governing the cannabis industry.

2. Describe foundational marketing and business strategies for organizational success.

3. Identify the health and wellness benefits and implications of cannabis use.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BUS 135	Introduction to the Cannabis Industry			3
LGL 140	Cannabis Policies and Legal Issues			3
MGT 114	Essentials of Customer Service			3
MGT 126	Organizations and People			3
MKT 101	Introduction to Marketing			3
PHA 138	Health and Wellness Aspects of Cannabis Use			3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**19**
		MINIMUM TOTAL CREDITS:		**19**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the CannaBusiness Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

BUSINESS DIVISION

Certificate of Proficiency in Client Service 2024-25 Curriculum

CLIENT SERVICE PROGRAM DESCRIPTION

The Certificate of Proficiency in Client Service is the first of two stackable certificates and is for the employee who engages clients or customers, often as the first point of contact. The 16 credits include courses that will help build outlook resiliency, technology fundamentals, writing, and intercultural communications. Students may complete this certificate and continue on to the Certificate for Service Management and/or Associate of Science in Leadership Development degree.

CLIENT SERVICE PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify and use fundamental skill sets necessary for academic and professional success.

2. Explain key elements of successful customer service.

3. Demonstrate the ability to work and communicate effectively with others.

4. Understand the importance of one's role to the success of the organization.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
ENG 101	English Composition	Placement into college-level English	C or above	3
COM 202	Intercultural Communication	ENG 101		3
MGT 114	Essentials of Customer Service	ENG 101 or concurrently enrolled		3
MGT 126	Organizations and People	ENG 101 or concurrently enrolled		3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**16**
		MINIMUM TOTAL CREDITS:		**16**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the Client Service Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

BUSINESS DIVISION

Certificate of Proficiency in Quality Service Management 2024-25 Curriculum

QUALITY SERVICE MANAGEMENT PROGRAM DESCRIPTION

The Certificate of Proficiency in Quality Service Management is the second of two stackable certificates within the A.S. in Leadership Development program and is intended for an employee new to organizational leadership or the employee ready to progress to a supervisory role. The included courses will teach students the concepts of Emotional Intelligence, supervisory fundamentals, techniques to lead people, how to address issues, process management, exposure to CRM (customer relationship management), and math skills for the workplace. Completion of the Certificate of Proficiency in Client Service is a prerequisite, and successful students of both certificates may progress to the Associate of Science in Leadership Development degree.

QUALITY SERVICE MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify and use fundamental skill sets necessary for academic and professional success.

2. Explain key elements of successful customer service.

3. Demonstrate the ability to work and communicate effectively with others.

4. Describe the importance of one's role to the success of the organization.

5. Navigate interpersonal relationships thoughtfully and productively.

6. Demonstrate ability to work effectively with others by leading, negotiating, and collaborating as a team.

7. Facilitate and assess effective process and change management.

8. Use appropriate strategies and solutions for dealing with unexpected conflicts and differences in order to maintain a productive workflow.

9. Display a basic understanding of budget creation and management.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
ENG 101	English Composition	Placement into college-level English	C or above	3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
PSY 101	Introduction to Psychology			3
COM 202	Intercultural Communication	ENG 101		3
MGT 114	Essentials of Customer Service	ENG 101 or concurrently enrolled		3
MGT 119	Emotional Intelligence in the Workplace	ENG 101 or concurrently enrolled		3
MGT 126	Organizations and People	ENG 101 or concurrently enrolled		3
MGT 130	Intro to Supervision and Management	ENG 101 or concurrently enrolled		3
MGT 132	Process Management	ENG 101 or concurrently enrolled		3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**31**
		MINIMUM TOTAL CREDITS:		**31**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 15 college credits toward the Quality Service Management Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

PEIRCE COLLEGE SINCE 1865

BUSINESS DIVISION

Certificate of Proficiency in Diversity, Equity, Inclusion & Belonging (DEI&B)

The Certificate of Proficiency in Diversity, Equity, Inclusion & Belonging (DEI&B) is not accepting applications. Please check back for further updates.

CERTIFICATE OF PROFICIENCY IN DEI&B PROGRAM DESCRIPTION

The Certificate of Proficiency in Diversity, Equity, Inclusion, & Belonging equips students with a well-rounded recognition of the historical and modern-day impact diversity, equity, inclusion, and belonging have on society and the workplace.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG 101 and ENG 103 to support their learning experience. Please consult with your Admissions Advisor and/or academic advisor.

CERTIFICATE OF PROFICIENCY IN DEI&B PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify various measures of difference within society, historically and present-day.

2. Identify key concepts of diversity in an organizational setting.

3. Demonstrate concepts of self-awareness and inclusivity.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
MGT 102	Foundation of Diversity (Coursera)			3
MGT 119	Emotional Intelligence in the Workplace			3
MGT 126	Organizations and People			3
MGT 222	Applications in DEI&B	MGT 102		3
COM 202	Intercultural Communications			3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		16
		MINIMUM TOTAL CREDITS:		16

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the DEI&B Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

Students will complete MGT 102 through the Coursera platform. At the successful completion of this course, transfer credit for this course will be awarded by Peirce College. For more information, students should contact their academic advisor.

BUSINESS DIVISION

Certificate of Proficiency in Financial Operations 2024-25 Curriculum

CERTIFICATE OF PROFICIENCY IN FINANCIAL OPERATIONS PROGRAM DESCRIPTION

The Certificate of Proficiency in Financial Operations prepares students for entry into the financial and securities industry. The 16-credit undergraduate certificate develops a knowledge base of customer service, software applications, foundational accounting and finance, as well as securities focused portfolio selection & risk management, and investment strategies and portfolio analysis. Upon completion of the certificate of proficiency, students are encouraged to enroll in the Securities Industry Essentials (SIE) preparation course and sit for the SIE Certification Examination.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG 101 and ENG 103 to support their learning experience. Please consult with your Admissions Advisor and/or academic advisor.

CERTIFICATE OF PROFICIENCY IN FINANCIAL OPERATIONS PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Explain key elements of successful customer service.

2. Integrate general accounting and finance principles with software applications.

3. Describe different investment strategies.

4. Demonstrate efficient portfolio management best practices.

PROGRAM REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
MGT 114	Essentials of Customer Service			3
BIS 111	Applied Software Fundamentals			3
ACC 105	Fundamentals of Accounting			3
FIN 105	Fundamentals of Finance			3
FIN 204	Financial Operations (Coursera)			3
MINIMUM PROGRAM REQUIREMENTS CREDITS:			**16**
MINIMUM TOTAL CREDITS:			**16**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits (including transfer credit for FIN 204 taken through Coursera) toward the Financial Operations Certificate program through any combination of transfer credits, and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

Students are encouraged to complete the Kaplan SIE training course and sit for the SIE Industry Certification Examination. Upon successfully passing the SIE Certification Exam, students will receive credit for FIN 401.

BUSINESS DIVISION

Certificate of Proficiency in Human Resource Management 2024-25 Curriculum

CERTIFICATE OF PROFICIENCY HUMAN RESOURCE MANAGEMENT PROGRAM DESCRIPTION

The Certificate of Proficiency in Human Resource Management prepares students with the knowledge of basic human resource management and will benefit those transitioning careers, striving for promotion, or seeking an introduction to Human Resources. Students will gain foundational human resource knowledge in employment law, training and development, compensation, hiring and staffing, and organizational structure.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG 101 and ENG 103 to support their learning experience. Please consult with your Admissions Advisor and/or academic advisor.

CERTIFICATE OF PROFICIENCY IN HUMAN RESOURCE MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Assess core human resource management policies, procedures, and processes.
2. Evaluate statutory and legal requirements when administering human resource management policies and procedures.
3. Demonstrate competency in core human resource and organizational behavior concepts.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
HRM 201♦	Introduction to Human Resource Management			3
HRM 306	Managing Employment Law	HRM 201		3
HRM 310	Training Development and Design	HRM 201		3
HRM 350	Human Capital Management	HRM 201		3
HRM 395	Total Rewards	HRM 201		3
MGT 126	Organizations and People			3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**19**
		MINIMUM TOTAL CREDITS:		**19**

♦*Writing Enhanced Course*

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 9 college credits toward the Human Resource Management Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

BUSINESS DIVISION

Certificate of Proficiency in Project Management Administration 2024-25 Curriculum

PROJECT MANAGEMENT ADMINISTRATION PROGRAM DESCRIPTION

The Certificate of Proficiency in Project Management Administration equips students with necessary skills for strategic management, leadership, project planning and administration, with the option to sit for the Certified Associate in Project Management (CAPM) examination offered through Project Management Institute (PMI).

PROJECT MANAGEMENT ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify key management strategies used in a variety of business settings.

2. Apply management principles to business situations.

3. Demonstrate concepts critical to project management.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
MGT 210	Applied Management Concepts	BUS 100**		3
MGT 306	Organizational Dynamics	MGT 210		3
MGT 404	Operations Management	MGT 210, MAT 109**		3
MGT 405	Strategic Management	MGT 210		3
MIS 302	Project Management	ENG 103 and BIS 111		3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**16**
		MINIMUM TOTAL CREDITS:		**16**

**Prerequisites of BUS100 and MAT 109 will be waived for Certificate students, however, students without foundational knowledge or experience in business may benefit from taking BUS100 prior to either course, and students without business math knowledge may benefit from taking MAT 109 prior to MGT 404. Please consult with your Admissions Advisor and/or academic advisor.

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the Project Management Administration Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

BUSINESS DIVISION

Certificate of Proficiency in Supply Chain Management & Logistics 2024-25 Curriculum

SUPPLY CHAIN MANAGEMENT & LOGISTICS PROGRAM DESCRIPTION

The Certificate of Proficiency in Supply Chain Management & Logistics equips students with necessary skills for entry or advancement. The certificate is a combination of business management courses and supply chain management courses, offering a broad impact and exposure to operations and practical skills.

SUPPLY CHAIN MANAGEMENT & LOGISTICS PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Identify strategies for forecasting, sourcing, and operations.

2. Apply management principles to business situations.

3. Demonstrate concepts critical to supply chain management.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
SCM 301	Forecasting and Logistics (RIZE)			3
SCM 320	Sourcing and Operations (RIZE)	SCM 301		3
MGT 204	Production and Operations Analysis	BUS 100**		3
MGT 210	Strategic Management	BUS 100**		3
MGT 404	Operations Management	MGT 210, MAT 109**		3
SCM 425	SCM Capstone (RIZE)	All other courses must be complete	C or above	3
		MINIMUM PROGRAM REQUIREMENTS CREDITS:		**19**
		MINIMUM TOTAL CREDITS:		**19**

**Prerequisites of BUS100 and MAT 109 will be waived for Certificate students, however, students without foundational knowledge or experience in business may benefit from taking BUS100 prior to either course, and students without business math knowledge may benefit from taking MAT 109 prior to MGT 404. Please consult with your Admissions Advisor and/or academic advisor.

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 9 college credits toward the Supply Chain Management & Logistics Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

Students will complete SCM 301, SCM 320, and SCM 425 through the RIZE consortium platform. At the successful completion of each course, college credit for these courses is awarded by Peirce College. For more information, students should contact their academic advisor.

LIBERAL STUDIES

Associate of Arts in General Studies 2024-25 Curriculum

GENERAL STUDIES PROGRAM DESCRIPTION

The Associate in Arts in General Studies program is designed for students who want a broad educational experience or who need a two-year degree for career advancement. The program features core general education courses including humanities, history, arts, communication, English, social sciences, mathematics, science, and technology. The degree lays the foundation and prepares students for entry into a baccalaureate degree program.

GENERAL STUDIES LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

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

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
SCI	Science Core (choose 1)			3
SOC SCI	Social Science Core (choose 1)			3
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**28**

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
FIN 100	Introduction to Personal Finance			3
HUM 275♦	Leadership and the Humanities	ENG 103 and HUM 102		3
GEN ED	General Education Core (choose 2)			6
ELE	Elective Courses (choose 7)			21
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**33**
MINIMUM TOTAL CREDITS:				**61**

♦*Writing Enhanced Course*

LIBERAL STUDIES

Bachelor of Arts in Liberal Studies 2024-25 Curriculum

LIBERAL STUDIES PROGRAM DESCRIPTION

The Peirce College Bachelor of Arts degree in Liberal Studies is a degree completion program designed to meet the needs of students with varied prior learning credits. The program offers a broad interdisciplinary approach while incorporating employer-valued skills, such as, effective communication, problem solving, and ethics. With the assistance of the academic advisor, students will select an approved academic track as part of their Liberal Studies degree requirements.

LIBERAL STUDIES PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Communicate clearly and effectively both orally and in writing.

2. Solve problems using critical, analytical, and quantitative skills.

3. Demonstrate up-to-date knowledge, skills, and methods in one's discipline.

4. Demonstrate information literacy.

5. Use information technology proficiently and responsibly.

6. Identify and respond to ethical issues in the workplace and the community.

The Bachelor of Arts in Liberal Studies is a degree completion program with a curriculum designed to allow students with significant transfer credit to expedite the completion of their bachelor's degree. Students must have completed 30 transferable credits prior to enrollment in this program. Students must complete a minimum of 6 courses (18 credits) at Peirce College.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC 101	Peirce College Orientation			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
PSY 101	Introduction to Psychology			3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 1)			3
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

♦*Writing Enhanced Course*

LIBERAL STUDIES

Bachelor of Arts in Liberal Studies 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
ELE	Elective Courses (choose 26) Students must select an approved academic track to fulfill elective requirements.		78
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

LIBERAL STUDIES ACADEMIC TRACKS	
Management • BUS 100 Introduction to Business • HRM 201 Human Resource Management • MGT 210 Applied Management Concepts • MGT 306 Organizational Dynamics • MGT 405 Strategic Management • ACC 105 Fundamentals of Accounting	**Leadership** • BUS 100 Introduction to Business • MGT 114 Essentials of Customer Service • MGT 119 Emotional Intelligence in the Workplace • MGT 210 Applied Management Concepts • MGT 306 Organizational Dynamics • MGT 310 Ethical Leadership
Quality Service Management • COM 202 Intercultural Communications • MGT 114 Essentials in Customer Service • MGT 126 Organizations and People • MGT 119 Emotional Intelligence in the Workplace • MGT 130 Introduction to Supervision and Management • MGT 132 Process Management	**Project Management Administration** • MGT 210 Applied Management Concepts • MGT 306 Organizational Dynamics • MGT 404 Operations Management • MGT 405 Strategic Management MIS 302 Project Management
Human Resource Management • HRM 201 Introduction to Human Resource Management • HRM 306 Managing Employment Law • HRM 310 Training Development and Design • HRM 350 Human Capital Management • HRM 395 Total Rewards • MGT 126 Organizations and People	**Human Services Leadership** • HSL 101 Introduction to Human Services Leadership • HSL 201 Basic Helping and Counseling Skills • HSL 210 Human Services Delivery Systems • HCA 220 Cultural Awareness for Health and Human Services Professionals • HSL ELE Choose 2 additional Human Services Leadership Courses
Supply Chain Management • SCM 301 Forecasting and Logistics*** • SCM 320 Sourcing and Operations*** • MGT 204 Production and Operations Analysis • MGT 210 Applied Management Concepts • MGT 404 Operations Management • SCM 425 Supply Chain Management Capstone***	**Medical Billing** • HIT 100 Medical Terminology • HIT 215 Legal Issues in Health Information Management • HIT 218 Healthcare Reimbursement • HIT 220 ICD-10-CM Coding • HIT 225 CPT/Outpatient Coding
Medical Coding • SCI 240 Anatomy & Physiology I** • SCI 250 Anatomy & Physiology II** • SCI 270 Pathophysiology** • HIT 100 Medical Terminology • HIT 220 ICD-10-CM Coding • HIT 225 CPT/Outpatient Coding • HIT 221 Advanced ICD Coding & Virtual PPE or HIT 226 Advanced CPT Coding & Virtual PPE	**Cloud Computing** • ITN 130 Networking Fundamentals • ITN 144 Introduction to Network Security • ITN 201 Cloud Computing • ITN 301 Linux Administration, Networking and Security • ITN 411 Cloud Operations • BIS 235 Database management Systems

LIBERAL STUDIES

Cybersecurity • ITN 144 Introduction to Network Security • ISC 310 Information Security and Risk Management • ISC 325 Access Control, Security Assessment, and Security in the Software Development Cycle • ISC 415 Cybersecurity Analysis • ISC 425 Network Security and Security Engineering • ITN 405 Ethical Hacking	**Criminal Justice** • CJS 101 Introduction to Criminal Justice • CJS 104 Criminal Court System • CJS 207 Ethics in Criminal Justice • CJS 213 The Correctional System • CJS 224 Juvenile Justice • CJS 225 Criminology** •
IT Support • ENG 101 English Composition** • BIS 111 Application Software Fundamentals** • ITN 120 PC Fundamentals • ITN 130 Network Fundamentals • ITN 220 Helpdesk & Customer Service Concepts • ITN 144 Introduction to Network Security	

**ENG 101 and BIS 111 fulfil general education electives. SCI courses fulfil Science general education electives. CJS 225 fulfils Social Science general electives. Students only take these courses once.

***Students will complete SCM 301, SCM 320, and SCM 425 through the RIZE consortium platform. At the successful completion of each course, college credit for these courses is awarded by Peirce College.

For prerequisite requirements and an updated listing on academic tracks, please contact your academic advisor.

Available tracks updated for Spring 2025.

HEALTH PROGRAMS DIVISION

Bachelor of Science in Healthcare Administration 2024-25 Curriculum

HEALTHCARE ADMINISTRATION PROGRAM DESCRIPTION

The Peirce College Bachelor of Science degree in Healthcare Administration will prepare graduates for employment in administrative and management positions in hospitals, ambulatory care settings, healthcare insurance companies, non-profit organizations, and government agencies. The program focuses on developing culturally competent and ethically responsible healthcare leaders capable of managing and improving dynamic healthcare systems.

HEALTHCARE ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Describe the healthcare delivery system, its history, and development, as well as its overall planning, organization, management, evaluation, quality, professions, and significant health policy issues.

2. Describe the fields of public health and epidemiology, and explain how socio-cultural factors are associated with the distribution and etiology of health and disease.

3. Examine cultural diversity and awareness, and the critical role culture plays in the healthcare of patients and the delivery of health services in a culturally competent manner.

4. Examine organizational development and behavior and the strategic planning process in the delivery of healthcare.

5. Examine the manager's role in improving healthcare quality and outcomes and the various outcomes assessment tools.

6. Recognize the critical role information technologies and systems play in healthcare organizations.

7. Describe the healthcare legal environment and explore contemporary healthcare situations and ethical dilemmas.

8. Examine the process of healthcare policy development at the federal and state levels, the role of constituencies in policy formation, and the role of politics in healthcare.

9. Apply research methods in a healthcare context.

10. Evaluate the economic influences and current system of financing healthcare.

11. Apply basic marketing principles to the field of healthcare.

HEALTH PROGRAMS DIVISION

Bachelor of Science in Healthcare Administration 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**

Requirement		Prerequisites	Grade	Min. Credits
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI 240	Anatomy & Physiology I		C or above	3
SCI 250	Anatomy & Physiology II	SCI 240	C or above	3
ECO 101	Macroeconomics			3
ECO 102	Microeconomics			3
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Healthcare Administration 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
HIT 100	Medical Terminology		C or above	3
HCA 101	Introduction to Healthcare Administration	BIS 111, COM 112, and ENG 101	C or above	3
ACC 105	Fundamentals of Accounting	Completion of a college-level math course with a grade of C or above		3
HIT 200	Statistical Applications in Healthcare	BIS 111 and a grade of C or above in SCI 250		3
HCA 210♦	Healthcare Delivery in the US	HCA 101 and ENG 103	C or above	3
HIT 218	Healthcare Reimbursement	HCA 101		3
HCA 220	Cultural Awareness for Health and Human Services Professionals	ENG 103		3
HIT 230	Information Systems for Health Information Technology	HCA 101 must be completed or concurrently enrolled		3
HCA 240	Healthcare Law and Ethics	ENG 103 and HCA 210		3
HIA 310♦	Advanced Quality Management and Performance Improvement in Healthcare	All required 100 and 200-level HCA and HIT courses must be completed	C or above	3
HCA 320	Public and Community Health	HCA 210 and HCA 220		3
HCA 335	Healthcare Marketing	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 340♦	Health and Human Services Research Methods	All required 100 and 200-level HCA and HIT courses must be completed	C or above	3
HCA 445	Healthcare Economics	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 350	Electronic Health Records and Health Information Exchange	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 480	Strategic Planning and Organizational Development in Healthcare	All 300-level courses must be completed or concurrently enrolled	C or above	3
HCA 460	Health Policy	All required 100 and 200-level HCA and HIT courses must be completed		3
HCA 480	Healthcare Administration Capstone	HIA 340	C or above	3
ELE	Elective Courses (choose 8)			24
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				78
MINIMUM TOTAL CREDITS:				121

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Associate in Science in Health Information Technology 2024-25 Curriculum

HEALTH INFORMATION TECHNOLOGY PROGRAM DESCRIPTION

The Peirce College Associate in Science in Health Information Technology degree program prepares graduates for employment in technical, administrative, and managerial positions in hospitals, clinics, managed care organizations, health insurance companies, health marketing firms, pharmaceutical companies, non-profit community-related organizations and associations, government agencies (local, state, and federal), law and consulting firms focused on healthcare issues, and other healthcare regulatory bodies.

The goal of the Associate in Science in Health Information Technology degree program is to have Peirce College graduates apply sound theory and principles of health information technology based upon the AHIMA curriculum competencies. The Peirce College Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the HIT program are eligible to sit for the RHIT exam through AHIMA.

HEALTH INFORMATION TECHNOLOGY PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Describe healthcare organizations from the perspective of key stakeholders.
2. Apply policies, regulations, and standards to the management of information.
3. Identify policies and strategies to achieve data integrity.
4. Determine compliance of health record content within the health organization.
5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.
6. Describe components of data dictionaries and data sets.
7. Apply privacy strategies to health information.
8. Apply security strategies to health information.
9. Identify compliance requirements throughout the health information life cycle.
10. Apply health informatics concepts to the management of health information.
11. Utilize technologies for health information management.
12. Calculate statistics for healthcare operations.
13. Report healthcare data through graphical representations.
14. Describe research methodologies used in healthcare.
15. Describe the concepts of managing data.
16. Summarize standards for the exchange of health information.
17. Determine diagnosis and procedure codes according to official guidelines.
18. Evaluate revenue cycle processes.
19. Evaluate compliance with regulatory requirements and reimbursement methodologies.
20. Utilize classification systems, clinical vocabularies, and nomenclatures
21. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
22. Apply legal processes impacting health information.
23. Demonstrate compliance with external forces.

HEALTH PROGRAMS DIVISION

Associate in Science in Health Information Technology 2024-25 Curriculum(continued)

24. Identify the components of risk management related to health information management.

25. Identify the impact of policy on healthcare.

26. Comply with legal processes impacting health information.

27. Demonstrate fundamental leadership skills.

28. Identify the impact of organizational change.

29. Identify human resource strategies for organizational best practices.

30. Utilize data-driven performance improvement techniques for decision making.

31. Utilize financial management processes.

32. Examine behaviors that embrace cultural diversity.

33. Assess ethical standards of practice.

34. Describe consumer engagement activities.

35. Recommend compliance of health record content across the health system.

36. Identify processes of workforce training for healthcare organizations.

The Peirce College Associate in Science in Health Information Technology degree program will prepare students for employment in hospitals, office-based physician practices, nursing homes, home health agencies, mental health facilities, public health agencies and other organizations that use patient data or health information such as pharmaceutical companies, law, and insurance firms.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
SCI 240	Anatomy & Physiology I		C or above	3
SCI 250	Anatomy & Physiology II	SCI 240	C or above	3
SOC 240 or PSY 101	Sociology of Behavior and Illness or Introduction to Psychology (choose 1)			3
	MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**28**

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Associate in Science in Health Information Technology 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
HIT 100 Medical Terminology		C or above	3
HIT 101 Introduction to Health Information Management	HIT 100		3
HIT 200 Statistical Applications in Healthcare	BIS 111 and a grade of C or above in SCI 250		3
HIT 215 Legal Issues in Health Information Management	HIT 101 must be completed or concurrently enrolled		3
HIT 218 Healthcare Reimbursement	HIT 220 and HIT 225		3
SCI 270 Pathophysiology	HIT 101 and SCI 240	C or above	3
HIT 220 ICD-10-CM Coding	SCI 270	C or above	3
HIT 225 CPT/Outpatient Coding	SCI 270	C or above	3
HIT 230 Information Systems for Health Information Technology	HIT 101 must be completed or concurrently enrolled		3
HIT 250♦ Managing Quality and Performance Improvement in HIM	ENG 103 must be completed and HIT 200 must be completed or concurrently enrolled	C or above	3
HIT 297 HIT Professional Practice Workshop	Faculty Chair approval required		0
HIT 298 HIT Professional Practice Experience	This course is taken in the final term of study in the HIT program. HIT 250 completed or concurrently enrolled. HIT 297 required for off-site PPE students.	C or above	3
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**33**
MINIMUM TOTAL CREDITS:			**61**

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Health Information Administration 2024-25 Curriculum

The BS in Health Information Administration is not accepting applications. Please check back for further updates.

HEALTH INFORMATION ADMINISTRATION PROGRAM DESCRIPTION

The Peirce College Bachelor of Science in Health Information Administration degree program will prepare graduates for employment in administrative and managerial positions in hospitals, multi-specialty clinics and physician practices, long-term care, mental health, and other ambulatory settings, software vendors, consulting firms, education and pharmaceutical managed care organizations, health insurance companies, health marketing firms, non-profit community-related organizations and associations, government agencies (local, state, and federal), law firms focused on healthcare issues, and other healthcare regulatory bodies.

The goal of the Bachelor of Science in Health Information Administration degree program is to have Peirce College graduates apply sound theory and principles based upon the AHIMA curriculum competencies. Graduates of the HIA program are eligible to sit for the RHIA exam through AHIMA. Students interested in taking the RHIT exam must first complete the HIT program. Students who enroll directly into the HIA program forfeit eligibility to take the RHIT exam.

HEALTH INFORMATION ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Compare diverse stakeholder perspectives through the delivery of healthcare services.
2. Analyze strategies for the management of information.
3. Evaluate policies and strategies to achieve data integrity.
4. Evaluate data dictionaries and data sets for compliance with governance standards.
5. Recommend privacy strategies for health information.
6. Recommend security strategies for health information.
7. Analyze compliance requirements throughout the health information life cycle.
8. Examine health informatics concepts for the management of health information.
9. Analyze technologies for health information management.
10. Interpret statistics for health services.
11. Examine healthcare findings with data visualizations.
12. Compare research methodologies pertaining to healthcare.
13. Manage data within a database management system.
14. Identify standards for exchange of health information.
15. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
16. Manage components of the revenue cycle.
17. Evaluate compliance with regulatory requirements and reimbursement methodologies.
18. Evaluate compliance with external forces.
19. Analyze components of risk management as related to a health organization.
20. Analyze the impact of policy on healthcare.
21. Facilitate fundamental leadership skills.
22. Assess the impact of organizational change.

HEALTH PROGRAMS DIVISION

Bachelor of Science in Health Information Administration 2024-25 Curriculum(continued)

23. Analyze human resource strategies for organizational best practices.

24. Leverage data-driven performance improvement techniques for decision making.

25. Verify financial management processes.

26. Examine behaviors that embrace cultural diversity.

27. Assess ethical standards of practice.

28. Facilitate consumer engagement activities.

29. Facilitate training needs for a healthcare organization.

30. Compare project management methodologies to meet intended outcomes.

31. Compare diverse stakeholder perspectives through the delivery of healthcare services

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC PRC 100 or PRC 101			1
BIS 111 Application Software Fundamentals			3
COM 112 Speech Communication			3
COM 312 Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101 English Composition	Placement into college-level English	C or above	3
ENG 103♦ Rhetoric and Research	ENG 101	C or above	3
HUM 102 Introduction to Ethics	ENG 103		3
HUM/HIS Humanities/History Core (choose 1)			3
MAT 101 Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102 College Algebra	MAT 101		3
PSY 101 Introduction to Psychology			3
SCI 240 Anatomy & Physiology I		C or above	3
SCI 250 Anatomy & Physiology II	SCI 240	C or above	3
SOC 240 Sociology of Behavior and Illness			3
GEN ED General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
HIT 100 Medical Terminology		C or above	3
HIT 101 Introduction to Health Information Management	HIT 100		3
HIT 200 Statistical Applications in Healthcare	BIS 111 and a grade of C or above in SCI 250		3
HIT 215 Legal Issues in Health Information Management	HIT 101 must be completed or concurrently enrolled		3
HIT 218 Healthcare Reimbursement	HIT 220 and HIT 225		3
SCI 270 Pathophysiology	HIT 101 and SCI 240	C or above	3
HIT 220 ICD-10-CM Coding	SCI 270	C or above	3

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Health Information Administration 2024-25 Curriculum(continued)

Requirement		Prerequisites	Grade	Min. Credits
HIT 225	CPT/Outpatient Coding	HIT 220	C or above	3
HIT 230	Information Systems for Health Information Technology	HIT 101 must be completed or concurrently enrolled		3
BIS 235	Database Management Systems	BIS 111		3
HIT 250♦	Managing Quality and Performance Improvement in HIM	ENG 103 must be completed and HIT 200 must be completed or concurrently enrolled	C or above	3
HIT 297	HIT Professional Practice Workshop	Faculty Chair approval required		0
HIT 298	HIT Professional Practice Experience	This course is taken in the final term of study in the HIT program. HIT 250 completed or concurrently enrolled. HIT 297 required for off-site PPE students.	C or above	3
HIA 310♦	Advanced Quality Management & Performance Improvement in Healthcare	All required 100 and 200-level HCA and HIT courses must be completed	C or above	3
HIA 320	HIPAA for the Healthcare Manager	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 340♦	Health and Human Services Research Methods	All required 100 and 200-level HCA and HIT courses must be completed	C or above	3
HCA 445	Healthcare Economics	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 350	Electronic Health Records and Health Information Exchange	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 370	HIM Compliance	All required 100 and 200-level HCA and HIT courses must be completed		3
HIA 400	Healthcare Data Analytics	All 300-level courses must be completed or concurrently enrolled	C or above	3
HIA 480	Strategic Planning and Organizational Development in Healthcare	All 300-level courses must be completed or concurrently enrolled	C or above	3
HIA 497	HIA Professional Practice Workshop (Required for students enrolling in off-campus section of HIA 499)	All required 300-level courses must be completed		0
HIA 498	Health Information Administration Capstone	All 300 and 400-level courses must be completed or concurrently enrolled	C or above	3
HIA 499	HIA Professional Practice Experience	HIA 497; approval of healthcare site, Faculty Chair approval required	C or above	3
ELE	Elective Courses (choose 4)			12
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**78**
MINIMUM TOTAL CREDITS:				**121**

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Human Services Leadership 2024-25 Curriculum

HUMAN SERVICES LEADERSHIP PROGRAM DESCRIPTION

The Peirce College Bachelor of Science in Human Services Leadership degree program will prepare graduates for leadership roles in public and private human services agencies including, but not limited to schools, hospitals, child welfare, group homes, community centers, drug and alcohol treatment facilities, mental health clinics, and recreational facilities. The mission of Bachelor of Science in Human Services Leadership is to develop eager students into culturally affirming, and justice-oriented agents of change in communities, both small and large.

HUMAN SERVICES LEADERSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Examine present conditions in the field of human services and explain how different human services emerged and the various forces that influenced their development.

2. Examine the scope of conditions that promote or inhibit human functioning and determine appropriate responses to human needs.

3. Evaluate policies and create processes to effect social change through advocacy work at all levels of society including community development, community and grassroots organizing, and local and global activism.

4. Obtain, synthesize, and clearly report information from various sources.

5. Develop and assess programs for clients and client groups in promoting optimal functioning, growth, and goal attainment.

6. Demonstrate interviewing and active listening skills with empathy and awareness of one's own values, cultural bias, philosophies, personality.

7. Demonstrate skills in the administrative aspects of the human services delivery system.

8. Apply ethical standards outlined by the National Organization for Human Services/Council for Standards in Human Service Education.

The Bachelor of Science in Human Services Leadership is a degree completion program with a curriculum designed to allow students with significant transfer credit to expedite the completion of their bachelor's degree. Students must have completed 30 transferable credits prior to enrollment in this program. Students with fewer than 30 credits may be conditionally accepted to the program. Students must complete a minimum of 6 courses (18 credits) at Peirce College.

INSTITUTIONAL REQUIREMENTS			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Human Services Leadership 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 102	College Algebra	MAT 101		3
MAT 109	Statistics I	MAT 102		3
PSY 101	Introduction to Psychology			3
PSY 270	Abnormal Psychology	PSY 101		3
SCI	Science Core (choose 2)			6
GEN ED	General Education Core (choose 1) SOC 101 recommended or MAT 101* *Students entering the program without MAT 101 must take MAT 101 as the General Education Core requirement			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
HSL 101	Introduction to Human Services Leadership	ENG 101		3
HSL 105	Human Development	PSY 101		3
HSL 201	Basic Helping and Counseling Skills	ENG 101	C or above	3
HSL 210♦	Human Services Delivery Systems	HSL 101 and ENG 103		3
HCA 220	Cultural Awareness for Health and Human Services Professionals	ENG 103		3
HSL 250	Case Management Skills	HSL 210		3
HSL 280	Group Dynamics	HSL 210		3
HSL 290♦	HSL Practicum I	HSL 105, HSL 210, and HSL 201	C or above	3
HSL 320	Violence and Trauma in Society	HSL 210		3
HSL 330	Ethics in Human Services Leadership	HSL 210		3
HIA 340♦	Health and Human Services Research Methods	HSL 210 and MAT 109	C or above	3
MGT 360	Nonprofit Management	HSL 210 for HSL majors		3
HSL 390	Current Trends and Treatment Approaches in Substance Abuse Care	HSL 210		3
HSL 400	Advanced Helping & Counseling Skills	HSL 201	C or above	3
HSL 401♦	HSL Practicum II	HSL 290 and HSL 400	C or above	3
HSL 410♦	Human Services Policy and Advocacy	HSL 210 and HIA 340	C or above	3
HIA 480	Strategic Planning and Organizational Development in Healthcare	All 300-level courses must be completed or concurrently enrolled	C or above	3
ELE	ACC 105 (Fundamentals of Accounting), CJS 101 (Introduction to Criminal Justice) and CJS 225 (Criminology) recommended (choose 9)			27
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Public Health Administration 2024-25 Curriculum

PUBLIC HEALTH ADMINISTRATION PROGRAM DESCRIPTION

Public Health is the science and art of preventing disease, prolonging life, and promoting human health through organized efforts and informed choices. It covers a wide range of sociological, scientific, and mathematical approaches and seeks to improve standards of living and affect healthcare policy. The Bachelor of Science in Public Health Administration program is designed to equip students with the analytical skills necessary to build and champion public health policies.

PUBLIC HEALTH ADMINISTRATION PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Apply concepts and applications of basic statistics.

2. Apply the foundations of biological and life sciences and the concepts of health and disease.

3. Examine the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society.

4. Apply the basic concepts, methods, and tools of public health data collection, use, and analysis and why evidence-based approaches are an essential part of public health practice.

5. Examine the concepts of population health, and the basic processes, approaches, and interventions that identify and address the major health-related needs and concerns of populations.

6. Describe the underlying science of human health and disease including opportunities for promoting and protecting health across the life course.

7. Examine the socioeconomic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.

8. Apply the fundamental concepts and features of project implementation, including planning, assessment, and evaluation.

9. Describe the fundamental characteristics and organizational structures of the US health system as well as the differences in systems in other countries.

10. Describe basic concepts of legal, ethical, economic, and regulatory dimensions of healthcare and public health policy and the roles, influences, and responsibilities of the different agencies and branches of government.

11. Apply basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology.

INSTITUTIONAL REQUIREMENTS			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3

♦*Writing Enhanced Course*

HEALTH PROGRAMS DIVISION

Bachelor of Science in Public Health Administration 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 102	College Algebra	MAT 101		3
MAT 109	Statistics I	MAT 102		3
SCI 240	Anatomy & Physiology I		C or above	3
SCI 250	Anatomy & Physiology II	SCI 240	C or above	3
PSY 101	Introduction to Psychology			3
SOC 240	Sociology of Behavior and Illness			3
GEN ED	General Education Core (choose 1). Students entering the program without MAT 101 must take MAT 101 as the General Education Core requirement.			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PHA 101	The History of Public Health (RIZE)	ENG 101		3
PHA 120	Community Health Education & Promotion	PSY 101		3
HIT 200	Statistical Applications in Healthcare	BIS 111 and a grade of C or above in SCI 250		3
HCA 210♦	Healthcare Delivery in the US	PHA 101 and ENG 103	C or above	3
HSL 201	Basic Helping and Counseling Skills	ENG 101	C or above	3
HCA 220	Cultural Awareness for Health and Human Services Professionals	ENG 103		3
HCA 240	Healthcare Law and Ethics	ENG 103 and HCA 210		3
MIS 302	Project Management	ENG 103 and BIS 111		3
HCA 320	Public and Community Health	HCA 210 and HCA 220	C or above	3
HIA 340♦	Health and Human Services Research Methods	HCA 210 and MAT 109		3
PHA 350	Health Services (RIZE)			3
PHA 360	Epidemiology (RIZE)			3
HIA 400	Healthcare Data Analytics	All 300-level courses must be completed or concurrently enrolled for healthcare majors and MAT 109 for non-healthcare majors	C or above	3
HCA 445	Healthcare Economics	All required 100 and 200-level HCA and HIT courses must be completed		3
HCA 460	Health Policy	All required 100 and 200-level HCA and HIT courses must be completed		3
PHA 470	Demographics, Geo-Spatial Mapping, and Qualitative Research (RIZE)	HCA 460	C or above	3
HIA 480	Strategic Planning and Organizational Development in Healthcare	All 300-level courses must be completed or concurrently enrolled	C or above	3
PHA 490	Public Health Administration Capstone	HCA 460	C or above	3

HEALTH PROGRAMS DIVISION

Bachelor of Science in Public Health Administration 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
ELE	Elective Courses Choose 8 courses OR Public Health Focus Area, BS to MS, or Graduate Certificate OR Prior Learning Assessments (up to 12 credits)			24
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

♦*Writing Enhanced Course*

Students will complete PHA 101, PHA 350, PHA 360, and PHA 470 through the RIZE consortium platform. At the successful completion of each course, college credit for these courses is awarded by Peirce College. For more information, students should contact their academic advisor.

HEALTH PROGRAMS DIVISION

Certificate of Proficiency in Medical Billing 2024-25 Curriculum

MEDICAL BILLING PROGRAM DESCRIPTION

The Medical Billing Certificate program equips students with the skills necessary to translate healthcare services into healthcare claims. Medical Billers play a critical role in the revenue cycle by optimizing revenue performance for physician practices and healthcare organizations. Health Information Management principles serve as the basis of the Medical Billing Certificate program. Students will learn about medical terminology, ICD-10-CM coding, CPT coding, healthcare reimbursement methods, and healthcare legal and compliance issues.

MEDICAL BILLING PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Explain the components of the revenue cycle.

2. Recognize legal and ethical issues in medical billing.

3. Demonstrate the ability to use the ICD-10 and CPT coding manuals.

4. Evaluate compliance with regulatory requirements and reimbursement methodologies.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
HIT 100	Medical Terminology		C or above	3
HIT 215	Legal Issues in Health Information Management			3
HIT 218	Healthcare Reimbursement			3
HIT 220	ICD-10-CM Coding		C or above	3
HIT 225	CPT/Outpatient Coding		C or above	3
		MINIMUM PROGRAM REQUIREMENT CREDITS:		**16**
		MINIMUM TOTAL CREDITS:		**16**

The prerequisite (HIT 101) for HIT 215 is waived for Medical Billing certificate students.

The prerequisite (SCI 270) for HIT 220 and HIT 225 is waived for Medical Billing certificate students.

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the Medical Billing Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

HEALTH PROGRAMS DIVISION

Certificate of Proficiency in Medical Coding 2024-25 Curriculum

MEDICAL CODING PROGRAM DESCRIPTION

The Medical Coding Certificate program equips students with the skills necessary to review patients' medical records and assign numeric codes for each diagnosis and procedure. Coding accuracy impacts billing and the revenue cycle as well as outcomes reporting activities. Health Information Management principles serve as the basis of our Medical Coding Certificate program. Students will learn about medical terminology, anatomy and physiology, pathophysiology, ICD coding, CPT coding, health information and delivery systems, healthcare reimbursement methods, and healthcare legal and compliance issues.

MEDICAL CODING PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Determine diagnosis and procedure codes according to official guidelines.

2. Evaluate revenue cycle processes.

3. Evaluate compliance with regulatory requirements and reimbursement methodologies.

4. Utilize classification systems, clinical vocabularies, and nomenclatures.

5. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
SCI 240	Anatomy & Physiology I		C or above	3
SCI 250	Anatomy & Physiology II	SCI 240	C or above	3
SCI 270	Pathophysiology	HIT 101 and SCI 240	C or above	3
HIT 100	Medical Terminology		C or above	3
HIT 220	ICD-10-CM Coding	SCI 270	C or above	3
HIT 225	CPT/Outpatient Coding	SCI 270	C or above	3
HIT 221 or HIT 226	Advanced ICD Coding & Virtual PPE or Advanced CPT Coding & Virtual PPE	HIT 220 or HIT 225		3
		MINIMUM PROGRAM REQUIREMENT CREDITS:		**22**
		MINIMUM TOTAL CREDITS:		**22**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 12 college credits toward the Medical Coding Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

INFORMATION TECHNOLOGY DIVISION

Associate in Science and Bachelor of Science in Information Technology

INFORMATION TECHNOLOGY MISSION STATEMENT

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

INFORMATION TECHNOLOGY VISION STATEMENT

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

INFORMATION TECHNOLOGY PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Analyze a problem and identify and define the computing requirements appropriate to its solution.
2. Select, design, integrate, implement, evaluate, and administer computer-based systems to meet defined user needs.
3. Function effectively on teams to accomplish a common goal.
4. Analyze computing-related ethical, legal and social issues to enable responsible professional practice and an ability to synthesize policy recommendations.
5. Communicate effectively with a range of audiences.
6. Use and apply current techniques, concepts, tools, and practices in the core information technologies.
7. Assist in the creation and execution of an effective project plan.

Associate in Science in Information Technology 2024-25 Curriculum

This program is designed to provide students the foundations of modern information technology, instilling a broad spectrum of fundamental technology knowledge and skills. Students learn applications software, networking and network security, database management systems, computer programming, and cloud computing. The program gives students the foundation needed to meet the technology needs of modern organizations today and into the future.

Most associate degree graduates at Peirce continue their education and complete the bachelor's degree, opening the door to increased responsibility, higher-level positions and increased opportunity for advancement. Please consult with your academic advisor for the best schedule for your situation.

INFORMATION TECHNOLOGY DIVISION

Associate in Science in Information Technology 2024-25 Curriculum(continued)

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101		1
BIS 111	Application Software Fundamentals		3
COM 112	Speech Communication		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
SCI	Science Core (choose 1)		3
SOC SCI	Social Science Core (choose 1)		3
GEN ED	General Education Course (choose 1)		3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**28**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
BIS 112	Programming Concepts	MAT 101		3
BIS 201	HTML and the World Wide Web			3
BIS 235	Database Management Systems	BIS 111		3
ITN 120	PC Fundamentals	BIS 111		3
ITN 130	Networking Fundamentals			3
ITN 144	Introduction to Network Security	ITN 130		3
ITN 201	Cloud Computing Foundations	ITN 130		3
ITN 220	Help Desk and Customer Support Concepts	ITN 120		3
MIS 110	Usability Principles and Interaction Design	ENG 103		3
MIS 205♦	Ethical Management of Information Technology	ENG 103		3
ELE	Elective Course (choose 1)			3
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**33**
MINIMUM TOTAL CREDITS:			**61**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Information Technology with a Concentration in Networking, Administration, and Information Security 2024-25 Curriculum

After meeting the requirements of the associate degree, students in the bachelor's program will deepen their knowledge of network operating system environments and gain understanding of material needed to design, build, secure, and maintain enterprise-grade networks and support Cloud Computing in the enterprise. Most acquire the fundamental skills and knowledge to pursue certification and employment in the fields of Network and Information Security. They will also learn the Cisco® Certified Network Associate (CCNA™) curriculum and that of CompTIA's Linux+™. Students also have the opportunity to explore new security technologies and standards, while building critical thinking and problem-solving skills. The concentration culminates in a capstone project that allows the student to highlight knowledge gained in applied networking and security.

INSTITUTIONAL REQUIREMENTS			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101		3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Information Technology with a Concentration in Networking, Administration, and Information Security 2024-25 Curriculum(continued)

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
BIS 112	Programming Concepts	MAT 101		3
BIS 201	HTML and the World Wide Web			3
BIS 235	Database Management Systems	BIS 111		3
BIS 402	Systems Analysis and Design	MIS 302		3
ISC 310♦	Information Security and Risk Management	ENG 103		3
ISC 325	Access Control, Security Assessment, and Security in the Software Development Lifecycle	ENG 103		3
ISC 415	Cybersecurity Analysis	ITN 144		3
ISC 425	Network Security and Security Operations	ENG 103		3
ITN 120	PC Fundamentals	BIS 111		3
ITN 130	Networking Fundamentals			3
ITN 144	Introduction to Network Security	ITN 130		3
ITN 201	Cloud Computing Foundations	ITN 130		3
ITN 220	Help Desk and Customer Support Concepts	ITN 120		3
ITN 301	Linux Administration, Networking, and Security	ITN 144 and ITN 201		3
ITN 310	Network Routing and Switching I	ITN 201		3
ITN 311	Routing and Switching II	ITN 310		3
ITN 405	Ethical Hacking	ITN 144 and ITN 201		3
ITN 411	Cloud Operations	ITN 201		3
ITN 425♦	IT Capstone in Networking, Administration, and Information Security	All IT courses required for the bachelor's degree must be completed or concurrently enrolled	C or above	3
MIS 110	Usability Principles and Design	ENG 103		3
MIS 205♦	Ethical Management of Information Technology	ENG 103		3
MIS 302	Project Management	ENG 103 and BIS 111		3
ELE	Elective Courses (choose 4)			12
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**78**
MINIMUM TOTAL CREDITS				**121**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Information Technology with a Concentration in Programming Application Development 2024-25 Curriculum

The BS in Information Technology with a Concentration in Programming is currently not accepting applications. Please check back for further updates.

After meeting the requirements of the associate degree, graduates from this program make excellent candidates for positions as application developers, programmers, and systems analysts. Students are equipped to determine the customer's needs and design and implement a systems-based solution. Bachelor's students will study higher-level application development in the .NET environment involving courses in ASP, SQL, XML, and the component object model for application development. Students will also explore tools used in systems analysis such as Microsoft Project and Visio. This concentration culminates in a capstone project that requires the student to build a working program or prototype to demonstrate practical skills and knowledge gained in this area of study.

INSTITUTIONAL REQUIREMENTS			
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101	C or above if you intend to take MAT 370	3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Information Technology with a Concentration in Programming Application Development 2024-25 Curriculum(continued)

Requirement		Prerequisites	Grade	Min. Credits
PROGRAM REQUIREMENTS & ELECTIVES				
BIS 112	Programming Concepts	MAT 101	C or above	3
BIS 201	HTML and the World Wide Web			3
BIS 235	Database Management Systems	BIS 111		3
BIS 323	Computer Programming II	BIS 112 with a grade of C or above	C or above	3
BIS 324	Computer Programming III	BIS 323 with a grade of C or above	C or above	3
BIS 325	Application Development	BIS 324 with a grade of C or above	C or above	3
BIS 330	JavaScript Programming	BIS 201 and BIS 325		3
BIS 345	Advanced Application Development	BIS 201 and BIS 325 with a grade of C or above		3
BIS 402	Systems Analysis and Design	MIS 302		3
BIS 403	Applied Systems Design	BIS 402		3
BIS 415	IT Capstone in Programming	All IT courses required for the bachelor's degree must be completed or concurrently enrolled	C or above	3
ISC 325	Assess Control, Security Assessment, and Security in the Software Development Lifecycle	ENG 103		3
ITN 120	PC Fundamentals	BIS 111		3
ITN 130	Networking Fundamentals			3
ITN 144	Introduction to Network Security	ITN 130		3
ITN 201	Cloud Computing Foundations	ITN 130		3
ITN 220	Help Desk and Customer Support Concepts	ITN 120		3
ITN 301	Linux Administration, Networking, and Security	ITN 144 and ITN 201		3
MAT 109 or MAT 370	Statistics I or Applied Discrete Mathematics (choose 1)	MAT 102	C or above required for MAT 370	3
MIS 110	Usability Principles and Design	ENG 103		3
MIS 205♦	Ethical Management of Information Technology	ENG 103		3
MIS 302	Project Management	ENG 103 and BIS 111		3
ELE	Elective Courses (choose 4)			12
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**78**
MINIMUM TOTAL CREDITS:				**121**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Certificate of Proficiency in Cloud Computing 2024-25 Curriculum

CLOUD COMPUTING PROGRAM DESCRIPTION

The Certificate of Proficiency in Cloud Computing equips students with the relevant practical skills and knowledge needed to participate in the field of cloud computing. With a focus on hands-on learning, students will build a solid foundation for pursuing industry certifications and effectively deploying, operations, and maintaining the cloud-based systems that are transforming how organizations provision IT services.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG101 and ENG103 to support their learning experience. Students without foundational knowledge or experience in information technology may benefit from taking additional IT courses. Please consult with your Admissions Advisor and/or academic advisor.

CLOUD COMPUTING PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Delineate the key concepts, characteristics, benefits, and challenges of cloud computing.

2. Identify appropriate cloud services and operational practices based on an organization's requirements.

3. Deploy, manage, and operate secure, scalable, highly available, and fault-tolerant cloud-based systems.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
ITN 130	Networking Fundamentals			3
ITN 144	Introduction to Network Security	ITN 130		3
ITN 201	Cloud Computing Foundations	ITN 130		3
ITN 301	Linux Administration, Networking and Security	ITN 144 and ITN 201		3
ITN 411	Cloud Operations	ITN 201		3
BIS 235	Database Management Systems			3
		MINIMUM PROGRAM REQUIREMENTS:		**19**
		MINIMUM TOTAL CREDITS:		**19**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 9 college credits toward the Cloud Computing Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

INFORMATION TECHNOLOGY DIVISION

Certificate of Proficiency in Cybersecurity 2024-25 Curriculum

CYBERSECURITY PROGRAM DESCRIPTION

The Certificate of Proficiency in Cybersecurity equips students with the technical skills and policy perspectives to enable organizations to more effectively secure their information assets. Students learn how to manage and mitigate risk, and to test and defend against network vulnerabilities. The program is designed for students from a variety of backgrounds, both in IT and nontechnical fields, seeking to start a career in the lucrative and fast-growing cybersecurity field.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG101 and ENG103 to support their learning experience. Students without foundational knowledge or experience in information technology may benefit from taking additional IT courses. Please consult with your Admissions Advisor and/or academic advisor.

CYBERSECURITY PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Assess an organization's information security needs.
2. Evaluate an organization's networks and system security and identify vulnerabilities.
3. Plan, implement, and monitor security measures to protect an organization's networks and systems.
4. Design and assess cybersecurity policies and practices.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
ITN 144	Introduction to Network Security			3
ISC 310	Information Security and Risk Management			3
ISC 325	Access Control, Security Assessment, and Security in the Software Development Lifecycle			3
ISC 415	Cybersecurity Analysis	ITN 144		3
ISC 425	Network Security and Security Operations			3
ITN 405	Ethical Hacking	ITN 144		3
		MINIMUM PROGRAM REQUIREMENTS:		**19**
		MINIMUM TOTAL CREDITS:		**19**

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 9 college credits toward the Cybersecurity Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

INFORMATION TECHNOLOGY DIVISION

Certificate of Proficiency in Information Technology Support 2024-25 Curriculum

INFORMATION TECHNOLOGY SUPPORT PROGRAM DESCRIPTION

The Peirce College Certificate of Proficiency in Information Technology (IT) Support equips students with the relevant practical skills and knowledge needed to setup, install, and configure equipment, and optimize network performance. With the assistance of the academic advisor, students will select an approved academic track as part of their IT Support certificate requirements.

To enroll in this certificate program, students must be eligible for placement in college-level English. In addition, students are encouraged to complete ENG103 to support their learning experience. Please consult with your Admissions Advisor and/or academic advisor.

INFORMATION TECHNOLOGY SUPPORT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Understand and identify components of operating systems and applications software.

2. Demonstrate effective use of computer applications.

3. Apply relevant skills and knowledge needed to setup, install, configure equipment, and optimize network performance.

PROGRAM REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
ENG 101	English Composition	Placement into college-level English		3
BIS 111	Application Software Fundamentals			3
ITN 120	PC Fundamentals			3
ITN 130	Network Fundamentals			3
ITN 144 OR ITN 220	Introduction to Network Security** OR Helpdesk & Customer Service Concepts**			3
		MINIMUM PROGRAM REQUIREMENTS:		**16**
		MINIMUM TOTAL CREDITS:		**16**

**Students who select ITN 220 complete the IT User Support track; students who complete ITN 144 complete the IT Network Support track. Students in either track will be prepared to earn CompTIA ITF+ and A+ certification.

INFORMATION TECHNOLOGY SUPPORT ACADEMIC TRACKS	
IT Network Support • Internet Fundamentals (ITF+) training course and exam • Network+ training course and exam***	**IT User Support** • Internet Fundamentals (ITF+) training course and exam • A+ training courses and exams***

***Earning A+ certification is optional; it is not required to complete the track. Peirce College can award 3 credits for A+ certification, which applies to ITN 120 for students who already possess the certification.

Earning Network+ certification is optional; it is not required to complete the track. Peirce College can award 3 credits for Network+ certification, which applies to ITN 130 for students who already possess the certification.

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the IT Support Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Technology Management 2024-25 Curriculum

TECHNOLOGY MANAGEMENT PROGRAM DESCRIPTION

This program is designed for current information technology professionals seeking a degree that will advance their careers and prepare them to step into supervisory or management roles in IT. As a degree completion program, it enables students to build on their previous studies to put together a program that blends technology and business courses customized to meet their career goals and the needs of today's organizations.

TECHNOLOGY MANAGEMENT PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Oversee the process of analyzing a problem and identifying and defining the technology requirements appropriate to its solution.

2. Facilitate and manage the selection, design, integration, implementation, evaluation, and administration of computer-based systems to meet defined user needs.

3. Manage and lead teams that function effectively to accomplish a common goal.

4. Analyze computing-related ethical, legal and social issues to enable responsible professional practice and an ability to synthesize policy recommendations.

5. Communicate effectively with a range of audiences.

6. Employ a familiarity with current techniques, concepts, tools, and practices in the core information technologies to make sound business decisions.

7. Create and execute an effective project plan.

The Bachelor of Science in Technology Management is a degree completion program with a curriculum designed to allow students with significant transfer credit to expedite the completion of their bachelor's degree. Students must have completed 30 transferable credits prior to enrollment in this program. Students must complete a minimum of 6 courses (18 credits) at Peirce College.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC 101	Peirce College Orientation			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT 102	College Algebra	MAT 101	C or above if you intend to take MAT 370	3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 2)			6
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**43**

♦*Writing Enhanced Course*

INFORMATION TECHNOLOGY DIVISION

Bachelor of Science in Technology Management
2024-25 Curriculum(continued)

Requirement		Prerequisites	Grade	Min. Credits
PROGRAM REQUIREMENTS & ELECTIVES				
ACC 105	Fundamentals of Accounting	Completion of college-level math with a grade of C or above		3
BIS 201	HTML and the World Wide Web			3
BIS 235	Database Management Systems	BIS 111		3
BIS 402	Systems Analysis and Design	MIS 302		3
BUS 100	Introduction to Business			3
ISC 310	Information Security and Risk Management	ENG 103		3
ISC 425	Network Security and Security Operations	ENG 103		3
ITN 130	Network Fundamentals			3
MAT 109 or MAT 370	Statistics I or Applied Discrete Mathematics (choose 1)	MAT 102	C or above required for MAT 370	3
MGT 210♦	Applied Management Concepts	BUS 100	C or above	3
MGT 306	Organizational Dynamics	MGT 210	C or above	3
MIS 110	Usability Principles and Design	ENG 103		3
MIS 205♦	Ethical Management of Information Technology	ENG 103		3
MIS 302	Project Management	ENG 103 and BIS 111		3
MIS 425♦	Special Topics in Management	All IT courses required for the bachelor's degree must be completed or concurrently enrolled	C or above	3
ELE	Elective Courses (choose 11)			33
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**78**
MINIMUM TOTAL CREDITS:				**121**

♦*Writing Enhanced Course*

LEGAL STUDIES DIVISION

Associate in Science and Bachelor of Science in Criminal Justice Studies 2024-25 Curriculum

CRIMINAL JUSTICE STUDIES PROGRAM DESCRIPTION

Peirce College's Criminal Justice Studies degree programs provide students with a foundation for careers in the private and public sectors. These programs focus on developing the analytical, ethical, critical thinking and problem-solving skills required in areas such as law enforcement, juvenile justice, community corrections, and the courts. Students will learn the practical and industry specific principles needed to meet their career goals.

CRIMINAL JUSTICE STUDIES PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Communicate effectively in the criminal justice profession.
2. Demonstrate proficiency in the methods for conducting, analyzing, and utilizing criminal justice research.
3. Effectively use technology employed in the criminal justice system.
4. Identify and respond professionally to ethical issues in the criminal justice field.
5. Demonstrate critical thinking skills when navigating issues in the criminal justice system.
6. Employ the substantive knowledge and practical skills to succeed in the criminal justice field.
7. Articulate an awareness of the ways in which the criminal justice system continues to change and the role of criminal justice professionals in implementing change.

Associate in Science in Criminal Justice Studies 2024-25 Curriculum

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
SCI	Science Core (choose 1)			3
SOC SCI	Social Science Core (choose 1) *Recommended SOC 101 or PSY 101*			3
GEN ED	General Education Core (choose 1) *Recommended PSC 101*			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**28**

LEGAL STUDIES DIVISION

Associate in Science in Criminal Justice Studies 2024-25 Curriculum

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
CJS 101	Introduction to Criminal Justice		C or above	3
CJS 104♦	Criminal Court System	ENG 101	C or above	3
CJS 204	Criminal Law	All 100-level CJS courses		3
CJS 207	Ethics in Criminal Justice	All 100-level CJS courses		3
CJS 224	Juvenile Justice	All 100-level CJS courses		3
CJS 225	Criminology	All 100-level CJS courses		3
CJS 230	Criminal Justice Capstone I	CJS 204 and CJS 207		3
CJS ELE	Criminal Justice Studies Elective (choose 2) Students may substitute CWE 227 for one CJS elective			6
ELE	Elective Courses (choose 2)			6
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**33**
MINIMUM TOTAL CREDITS:				**61**

♦*Writing Enhanced Course*

LEGAL STUDIES DIVISION

Bachelor of Science in Criminal Justice Studies 2024-25 Curriculum

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT	Mathematics Core (choose 1)			3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 2) *Recommended SOC 101 or PSY 101*			6
GEN ED	General Education Core (choose 1) *Recommended PSC 101*			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
CJS 101	Introduction to Criminal Justice		C or above	3
CJS 104♦	Criminal Court System	ENG 101	C or above	3
CJS 201♦	Introduction to Criminal Justice Research Methods	All 100-level CJS courses	C or above	3
CJS 204	Criminal Law	All 100-level CJS courses		3
CJS 207	Ethics in Criminal Justice	All 100-level CJS courses		3
CJS 210	Law Enforcement & Police in Society	All 100-level CJS courses		3
CJS 213	The Correctional System	All 100-level CJS courses		3
CJS 224	Juvenile Justice	All 100-level CJS courses		3
CJS 225	Criminology	All 100-level CJS courses		3
CJS 304	Advanced Criminal Law and Procedure	CJS 204		3
CJS 310	Victims and Victimization	All 100-level CJS courses		3
CJS 440♦	Criminal Justice Capstone II	All required CJS courses	C or above	3
CJS ELE	Criminal Justice Studies Elective Courses (choose 4) Students may substitute CWE 427 for one CJS elective	All 100-level CJS courses		12
ELE	Elective Courses (choose 10) Students may select an approved academic track to fulfill elective requirements.			30
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:			**78**
MINIMUM TOTAL CREDITS:			**121**

♦*Writing Enhanced Course*

CRIMINAL JUSTICE STUDIES ACADEMIC TRACKS	
Human Services Leadership • HSL 101 Introduction to Human Services Leadership • HSL 201 Basic Helping and Counseling Skills • HSL 210 Human Services Delivery Systems • HCA 220 Cultural Awareness for Health and Human Services Professionals • HSL ELE Choose 2 additional Human Services Leadership Courses	

LEGAL STUDIES DIVISION

Associate in Science & Bachelor of Science in Paralegal Studies 2024-25 Curriculum

PARALEGAL STUDIES MISSION STATEMENT

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

PARALEGAL STUDIES VISION STATEMENT

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

The primary goal of the Peirce College Paralegal Studies Program is to prepare students for rewarding careers in the legal industry as paralegal professionals working under the direct supervision of lawyers in the public and private sector. Peirce College strives to prepare students with an understanding of the substantive knowledge and practical skills necessary to meet the standards of industry proficiency, professional integrity, and academic excellence that are expected and required to serve the legal community.

PARALEGAL STUDIES PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

1. Utilize critical and analytical thinking skills in paralegal work assignments.

2. Employ professional legal writing skills.

3. Develop and utilize legal research and investigative skills.

4. Communicate effectively in the legal profession.

5. Develop and utilize the management and organizational skills required to be an effective paralegal.

6. Identify, explain, and utilize the technology necessary to assist in the delivery of legal services.

7. Identify, explain, and abide by the ethical rules governing the conduct of paralegals and attorneys, including the limitations on the practice of law by non-lawyers, and the practical ramifications of the requirement that paralegals work under the direct supervision of lawyers.

8. Articulate, explain, and promote the emerging role of the paralegal in the legal profession, the distinction and diversity of the different areas of legal practice, and the paralegal's part in efficiently expanding the delivery of legal services to the public.

LEGAL STUDIES DIVISION

Associate in Science in Paralegal Studies 2024-25 Curriculum

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

Courses are available in both the remote synchronous format and online; however, the ABA requires students to take 9 credits in the remote synchronous format. Consult with an Academic Advisor for a list of Paralegal courses offered online. Paralegal courses LGL 100, LGL 102, and LGL 113 must be taken in the remote synchronous format.

† It is important to note that paralegals may not provide legal services directly to the public except as permitted by law. Paralegals work under the direct supervision of attorneys.

INSTITUTIONAL REQUIREMENTS				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101			1
BIS 111	Application Software Fundamentals			3
COM 112	Speech Communication			3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
PSC 101	Introduction to American Government			3
SCI	Science Core (choose 1)			3
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:				**28**

PROGRAM REQUIREMENTS & ELECTIVES				
Requirement		**Prerequisites**	**Grade**	**Min. Credits**
LGL 100	The Paralegal Profession			3
LGL 102	Legal Research		C or above	3
LGL 113♦	Legal Writing	ENG 101	C or above	3
LGL 117	Civil Litigation	All 100-level LGL courses must be completed or concurrently enrolled		3
LGL 201	Contract Law	All 100-level LGL courses must be completed		3
LGL 206	Tort Law	All 100-level LGL courses must be completed		3
LGL 207	Criminal Law	All 100-level LGL courses must be completed		3
LGL 215	Professional Legal Responsibility	All 100-level LGL courses must be completed		3
LGL 219	Legal Technology	BIS 111 and all 100-level LGL courses must be completed		3
LGL 220 or CWE 116	Paralegal Capstone I or Cooperative Work Experience	All 200-level LGL courses must be completed or concurrently enrolled		3
ELE	Elective Course (choose 1)			3
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS:				**33**
MINIMUM TOTAL CREDITS:				**61**

♦*Writing Enhanced Course*

LEGAL STUDIES DIVISION

Bachelor of Science in Paralegal Studies 2024-25 Curriculum

INSTITUTIONAL REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
PRC	PRC 100 or PRC 101		1
BIS 111	Application Software Fundamentals		3
COM 112	Speech Communication		3
COM 312	Practical Reasoning	BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102		3
ENG 101	English Composition	Placement into college-level English	C or above	3
ENG 103♦	Rhetoric and Research	ENG 101	C or above	3
HUM 102	Introduction to Ethics	ENG 103		3
HUM/HIS	Humanities/History Core (choose 1)			3
MAT 101	Introduction to College Mathematics	Placement into college-level mathematics.		3
MAT	Mathematics Core (choose 1)			3
PSC 101	Introduction to American Government			3
SCI	Science Core (choose 2)			6
SOC SCI	Social Science Core (choose 1)			3
GEN ED	General Education Core (choose 1)			3
MINIMUM INSTITUTIONAL REQUIREMENT CREDITS:			**43**

PROGRAM REQUIREMENTS & ELECTIVES			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
LGL 100	The Paralegal Profession			3
LGL 102	Legal Research		C or above	3
LGL 113♦	Legal Writing	ENG 101	C or above	3
LGL 117	Civil Litigation	All 100-level LGL courses must be completed or concurrently enrolled		3
LGL 201	Contract Law	All 100-level LGL courses must be completed		3
LGL 206	Tort Law	All 100-level LGL courses must be completed		3
LGL 207	Criminal Law	All 100-level LGL courses must be completed		3
LGL 215	Professional Legal Responsibility	All 100-level LGL courses must be completed		3

♦*Writing Enhanced Course*

LEGAL STUDIES DIVISION

Bachelor of Science in Paralegal Studies 2024-25 Curriculum(continued)

Requirement		Prerequisites	Grade	Min. Credits
PROGRAM REQUIREMENTS & ELECTIVES				
LGL 219	Legal Technology	BIS 111 and all 100-level LGL courses must be completed		3
LGL 304	Family Law	All 100-level LGL courses must be completed		3
LGL 305	Real Estate Law	All 100-level LGL courses must be completed		3
LGL 308	Estate Law	All 100-level LGL courses must be completed		3
LGL 309	Business Organizations	All 100-level LGL courses must be completed		3
LGL 315♦	Advanced Legal Research	LGL 219	C or above	3
LGL 440♦	Paralegal Capstone II: Practical Skills and Regulation	All required LGL courses must be completed or concurrently enrolled	C or above	3
LGL ELE	LGL Elective Course (choose 1)			3
ELE	Elective Courses (choose 10) Students may substitute CWE 413 for one elective			30
MINIMUM PROGRAM REQUIREMENTS & ELECTIVE CREDITS				**78**
MINIMUM TOTAL CREDITS:				**121**

♦*Writing Enhanced Course*

LEGAL STUDIES DIVISION

Certificate of Proficiency in Paralegal Studies 2024-25 Curriculum

The ABA approved Post-Baccalaureate Certificate Program in Paralegal Studies is designed for the individual who has already completed a bachelor's degree with a major other than Paralegal Studies and is looking to make a career transition into the field of law. The Certificate of Proficiency Program is built on a core group of legal specialty foundation courses that give graduates the skill sets necessary to thrive in the legal environment. This intensive program of study is comprised of 8 legal specialty courses that can be completed in one academic year, and will prepare students for the transition to a career in the paralegal profession. † For candidates looking to move on to law school, the Post-Baccalaureate Certificate in Paralegal Studies can serve as the ideal preparation and foundation for that career plan.

†It is important to note that paralegals may not provide legal services directly to the public except as permitted by law. Paralegals work under the direct supervision of attorneys.

Students must have completed a bachelor's degree prior to enrollment in the certificate program.

PROGRAM REQUIREMENTS			
Requirement	**Prerequisites**	**Grade**	**Min. Credits**
LGL 100 The Paralegal Profession			3
LGL 102 Legal Research		C or above	3
LGL 113♦ Legal Writing	ENG 101	C or above	3
LGL 117 Civil Litigation	All 100-level LGL courses must be completed or concurrently enrolled		3
LGL 201 Contract Law	LGL 102 and LGL 113 must be completed or concurrently enrolled		3
LGL 207 Criminal Law	All 100-level LGL courses must be completed or concurrently enrolled		3
LGL 215 Professional Legal Responsibility	All 100-level LGL courses must be completed or concurrently enrolled		3
LGL 219 Legal Technology	LGL 102 and LGL 113 must be completed or concurrently enrolled		3
	MINIMUM PROGRAM REQUIREMENT CREDITS:		**24**
	MINIMUM TOTAL CREDITS:		**24**

♦*Writing Enhanced Course*

Peirce College reserves the right, in its sole discretion, to allow students to apply up to 6 college credits toward the Paralegal Studies Certificate program through any combination of transfer credits and/or demonstration of prior learning through credit by portfolio assessment, examination, or work experience.

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COURSE DESCRIPTIONS

RIZE: Students will earn Peirce credit when satisfactorily completing designated RIZE courses. These courses are offered via Peirce's partnership with Rize, an education consortium seeking to expand academic and career pathways for students. Peirce faculty have approved the RIZE-designated courses included in this catalog. Please contact your Academic Advisor for additional information.

Coursera: Students will receive transfer credit when satisfactorily completing designated Coursera courses. Coursera is a leading education platform focused on developing job-relevant career skills. Peirce faculty have identified and vetted the Coursera-designated courses included in this catalog. Please contact your Academic Advisor for additional information.

Accounting (ACC)

ACC 101

Accounting Principles

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

Prerequisite: Completion of a college-level math course with a grade of C or above

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

ACC 105

Fundamentals of Accounting

Prerequisite: Completion of a college-level math course with a grade of C or above

This course provides non-financial managers with an overview of accounting essentials and the skills and competencies they need to make informed and sound decisions based on hard financial data. Topics include: understanding financial information, analysis of financial statements, and decision making for improved profitability.

ACC 201

Financial Accounting

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

Prerequisite: ACC 101

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

ACC 203

Intermediate Accounting I

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

Prerequisite: ACC 201

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

ACC 204

Intermediate Accounting II

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

Prerequisite: ACC 203

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

ACC 222

Managerial Accounting

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

Prerequisite: ACC 201

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

ACC 301

Auditing

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

Prerequisite: ACC 204

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

ACC 303

Cost Accounting

Prerequisite: ACC 204

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

ACC 325

Taxation

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

Prerequisite: ACC 204

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

COURSE DESCRIPTIONS

ACC 401

Advanced Accounting
Prerequisite: ACC 204
Students will study corporate and multinational consolidations in accounting, as well as international accounting standards, foreign currency transactions, interim reporting, and the Securities and Exchange Commission.

ACC 410

Government & Non-Profit Accounting
Prerequisite: ACC 204
This course examines the theories and practices of accounting for government and non-profit entities. There will be an exploration of how accounting standards are met by utilizing the information and reporting requirements under the Generally Accepted Accounting Principles (GAAP). Students will have the opportunity to complete the form 990.

ACC 450♦

Accounting Capstone
A grade of C or above is required in this course.
Perquisites: All 300 and 400-level Accounting and Finance courses must be completed.
The capstone course is a senior level course designed to allow the student to review, analyze, and integrate the work the student has completed toward a degree in accounting. The students will examine a number of real-world cases that relate to auditing and accounting issues. Students will prepare an approved academic project or paper that demonstrates mastery of the accounting program and that assesses the stated outcomes of their degree requirements. A standardized test will be administered to measure academic achievement across the curriculum. Students must be proficient in Microsoft Word and Microsoft Excel.
♦*Writing Enhanced Course*

Business Information Systems (BIS)

BIS 111

Application Software Fundamentals
Become familiar with software applications used in the workplace, and have hands-on practice with the fundamental aspects of these applications. This course will cover the essential concepts of Microsoft Word, Excel, and PowerPoint. Students will learn the practical application of these programs in business contexts and learn to make effective decisions when selecting where and how to use these applications. This course will also prepare students for learning intermediate concepts in these software packages.

BIS 112

Programming Concepts
Prerequisite: MAT 101
The course will provide an introduction to computer programming using Python as the programming language. Topics include program structure and design, IPO, control flow (decisions and repetition), modularization (functions), files and exceptions, and documentation. Students will learn how to take a business problem, analyze and represent its requirements, and apply good design practices to solve it

COURSE DESCRIPTIONS

BIS 201

HTML and the World Wide Web
Experience a hands-on introduction to both fixed and responsive website design and implementation. Students will learn HTML5 & CSS markup, basic website administration, and key web design principles to enable them to use the web to communicate information effectively.

BIS 222

Intermediate Office Applications
Prerequisite: BIS 111
Building on the introduction provided in BIS 111, this course introduces intermediate applications of office productivity applications including word processing, electronic spreadsheets, and presentation software. Word processing topics include the creation of a variety of formal business documents, collaborative editing and reviewing, and document management. Spreadsheet topics include techniques to solve a wide range of business and financial problems. Presentation topics covered include design principles, customized design templates and interactive graphics. The practical application of these tools and techniques is emphasized throughout the course. This course will also prepare students for learning advanced concepts in these software packages. Students cannot receive credit for both BIS 322 and BIS 222.

BIS 235

Database Management Systems
Prerequisite: BIS 111
This course introduces fundamental relational database design and practical database system use. Topics include database design techniques using the entity-relationship approach, the relational model, commercial query languages such as SQL, and normalization techniques. This course provides hands-on exercises for applying these techniques to real-world problems.

BIS 323

Computer Programming II
A grade of C or above is needed for students planning/required to take BIS 324.
Prerequisite: A grade of C or above in BIS 112
This course builds on the introduction to computer programming provided in BIS 112. Topics include program structure and design, data structures, files and exceptions, control flow, modularization, object-oriented programming, and documentation. Students will learn how to take a problem, analyze and represent its requirements, and apply good design practices to solve it. This course is currently taught in the Python programming language.

BIS 324

Computer Programming III
A grade of C or above is needed for students planning/required to take BIS 325.
Prerequisite: BIS 323
Students apply various testing means to Python programs. Students write unit and acceptance tests using Nose, PyTest, DocTests, Behave, PyLint, and Coverage. As part of their study, they will learn about Test Driven Development (TDD) and Behavior Driven Development (BDD). Using the Command Prompt, creating Object-Oriented Design, using UML, applying multiple inheritance, and using polymorphism are also included.

COURSE DESCRIPTIONS

BIS 325

Application Development
A grade of C or above is needed for students planning/required to take BIS 345.
Prerequisite: A grade of C or above in BIS 324
Students will learn to program application development solutions using the C# programming language and techniques that require decision making, iteration, multiple forms, common dialogs, functions, and arrays. Program design, graphical user interfaces, variables, constants, data types, and expressions are covered. Debugging and creating executable files are also included.

BIS 330

JavaScript Programming
Prerequisites: BIS 201 and BIS 325
Expand on the knowledge gained in BIS 201 and BIS 325 by further investigating the development of web pages using the JavaScript programming language. Using JavaScript, web pages can become dynamic, and the user is provided interactivity. Some of the topics explored include how to create countdowns, rollovers, slide shows, form validations, and cookies using external JavaScript files. An introduction to AJAX and jQuery is included.

BIS 345

Advanced Application Development
Prerequisites: BIS 201 and a grade of C or above in BIS 325
Students will use C#, SQL, and ADO.NET to create database applications using Visual Studio. This course builds upon the techniques acquired in previous application development courses. Students will work with text files, binary files, and XML files. They will use LINQ to query databases, and they will use the Entity Framework to map objects of an application to a database.

BIS 402

System Analysis and Design
Prerequisite: MIS 302
Discover the principles, practices, and tools of modern systems analysis and design. Established and evolving methodologies for the development of business-related computer information systems are presented. Students are exposed to the full software development lifecycle, with an emphasis on requirements analysis and the creation and representation of design specifications. The roles of systems analysts, computer programmers, and end users in the development, installation, and maintenance of an information system are investigated.

BIS 403

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

BIS 415

IT Capstone in Programming
A grade of C or above is required in this course.

COURSE DESCRIPTIONS

Prerequisite: All IT courses required for the bachelor's degree must be completed or concurrently enrolled.
The capstone serves as a final assessment of the program outcomes for the Programming & Application Development concentration. The capstone project provides students the opportunity to assimilate and apply the knowledge and skills they have acquired throughout their degree program. Students are encouraged to choose capstone topics that will benefit both themselves and their current or prospective employers.

Business (BUS)

BUS 100

Introduction to Business
Prerequisite: ENG 103 or concurrently enrolled
Apply an interdisciplinary approach to study the role of the American business system in a global, political, and economic perspective. Topics include the historical development of the American business system; comparison of economic philosophies; functions of management, marketing, finance, and organizational structure; governments' intervention in business activity; the international business environment; and social responsibility.

BUS 135

Introduction to the Cannabis Industry
This course is designed to provide an introduction to the rapidly evolving and dynamic cannabis industry. Students will explore the historical, initial legal, and cultural contexts of cannabis. Topics are intended to provide a business foundation and essential elements specific to the industry.

BUS 140

Applications of Professional Office Practices
This course provides students with fundamental principles and practices for office administration. Students will develop essential skills necessary for effective office oversight, including file management, scheduling, and communication within a professional environment. Students will be introduced to workflow optimization, progress tracking, and team coordination.

BUS 301

Global Dimensions in Business
Prerequisite: BUS 100
This course examines the economic, cultural, and political dimensions of the global world by evaluating the critical global issues that affect the economy and businesses on a global scale. A series of global case studies will be used throughout this course.

BUS 310

Concepts in e-Commerce
Prerequisites: BUS 100 and ENG 103
This course employs real world cases to explore the electronic commerce aspects of Internet-based business. Topics include online business strategies, payment systems, e-Marketing, e-Fulfillment, security, ethics, and legal issues of electronic business. Making extensive use of the Internet to link concepts in the course to real-life contexts, students will research contemporary issues in e-Commerce.

COURSE DESCRIPTIONS

BUS 330

Global Business Ethics

Prerequisites: HUM 102

This course will examine international business ethics in the context of morality, values, cultural influences, legal aspects, and organizational factors. Theoretical approaches in ethics will be explored using an ethical decision-making framework to analyze problems and apply ethical codes in an international business environment. International management dilemmas will be evaluated through case study and research paper assignments.

BUS 440

Applied Business Research

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

Prerequisites: MAT 109 and MGT 310

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

BUS 450♦

Policy and Strategy Formulation

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

Prerequisites: FIN 401, and MGT 404; BUS450 and MGT404 should not be taken concurrently

This capstone course will integrate business knowledge and concepts for the purpose of policy making and strategy formulation. Students will develop a total organization approach to problem solving through case studies. As a requirement for this course, students will take a standardized test to measure their academic achievement in the business curriculum.

♦Writing Enhanced Course

Criminal Justice (CJS)

CJS 101

Introduction to Criminal Justice

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

This course introduces students to the criminal justice system and its three main components: law enforcement, the courts, and corrections. It reviews what constitutes a criminal offense, how crime is measured, and theories of crime causation. This course also looks at issues and challenges facing today's criminal justice system and examines possible future directions.

CJS 104♦

Criminal Court System

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

Prerequisite: ENG 101

This course provides students with an overview of the criminal justice system and its processes. It examines the law, the structure of the American Court Systems, the function/roles of the courtroom work group, the pre-trial and trial processes, and sentencing.

♦Writing Enhanced Course

COURSE DESCRIPTIONS

CJS 201♦

Introduction to Criminal Justice Research Methods
A grade of C or above is required in this course.
Prerequisite: All 100-level CJS courses
This research-based course introduces the basic principles and issues imperative to understanding the application of the scientific method to research in the criminal justice field. This course exposes students to the various types of criminal justice data such as the Uniform Crime Report, victimization surveys, court and prison statistics, evaluation studies, and agency reports. This course requires students to apply their knowledge of statistics to gain a deeper understanding of its application to social science research methodology. The student will become well versed in computer-based analyses of criminal justice data while examining the relationship between theory, hypotheses, and empirical research and differentiating between qualitative and quantitative methods.
♦*Writing Enhanced Course*

CJS 204

Criminal Law
Prerequisite: All CJS 100-level courses
This course provides students with an historical understanding of criminal law, theories of criminal liability, an overview of general legal principles, including various crimes and possible defenses to a criminal charge, and an awareness of the fundamental nature of law.

CJS 207

Ethics in Criminal Justice
Prerequisite: All CJS 100-level courses
This course provides students with an opportunity to explore one of the most important issues in Criminal Justice: ethics. Through an in-depth exploration of practical ethical considerations for those who work in the criminal justice system and illustrations and application of ethical decision-making tools, students will gain a deeper understanding of the importance of professional integrity and leadership skills.

CJS 210

Law Enforcement & Police in Society
Prerequisite: All CJS 100-level courses
This course gives students an overview of the police and their mission. It examines the evolution of policing as well as methods, issues, and challenges to present-day policing. The course also looks at technology in the service of law enforcement and explores the future of policing.

CJS 213

The Correctional System
Prerequisite: All CJS 100-level courses
This course provides an overview of the field of corrections. Topics covered are prisons and jails, correctional policies, agencies, prison life, and challenges facing corrections.

COURSE DESCRIPTIONS

CJS 221

Introduction to Public & Private Security

Prerequisite: All CJS 100-level courses

This course provides an overview of the field of security operations and management. The history, threats to, and legal aspects of security are included, as well as global considerations. In addition, coverage of budgeting; planning; career opportunities; and future trends. With a focus on career preparation, this course introduces students to the most popular security sectors.

CJS 224

Juvenile Justice

Prerequisite: All CJS 100-level courses

This course gives students an overview of American juvenile justice in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America.

CJS 225

Criminology

Prerequisite: All 100-level CJS courses

This course introduces students to the study of crime and criminal behavior, as well as to theories of crime causation. It reviews different types of crime and examines crime control policy.

CJS 230

Criminal Justice Capstone I

Prerequisites: CJS 204 and CJS 207

This course combines the knowledge gained within the criminal justice curriculum and prepares students for upper-division courses in the discipline or for entry-level career positions in the criminal justice system. The student will develop and prepare a research project that will result in an end of class presentation.

CJS 304

Advanced Criminal Law and Procedure

Prerequisite: CJS 204

This course will build upon the knowledge and skills acquired in CJS 204: Criminal Law. Students will explore criminal pre-trial, trial, and post-trial procedures, as well as examine the U.S. Constitution and leading case law that impacts the rights of the accused.

CJS 310

Victims and Victimization

Prerequisite: All CJS 100-level courses

This course examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization.

CJS 317

Criminal Investigation

Prerequisite: All CJS 100-level courses

COURSE DESCRIPTIONS

This course focuses on criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying the types of crimes and offenses, and in preparing for court.

CJS 318

Homeland Security
Prerequisite: All CJS 100-level courses
This course addresses the functions of homeland security, critical infrastructure, and asset protection as they relate to government, industry, and the community. The key functions of threat prevention, crisis response, and operations recovery are addressed from a variety of perspectives given that homeland security is a responsibility that is shared by government agencies, the private sector, and individuals, encompassing a broad spectrum of professional career positions throughout our society. This course provides an overview of the elements involved in the homeland security function, as well as the challenges critical infrastructure managers in government and industry can/will face while maintaining mission operations and staff accountability in the midst of multiple overlapping roles and responsibilities.

CJS 322

Probation & Parole
Prerequisite: All CJS 100-level courses
This course focuses on adult and juvenile probation, parole, and related institutions. An historical review of trends in probation and parole such as the community-based programs in work release, halfway house contract program planning, therapeutic community, and treatment team concepts in probation and parole are examined. Modern trends, such as the justice model, determinate sentencing, restorative justice, 'broken windows' supervision, and intensive supervision in the adult and juvenile system are also examined.

CJS 411

Report Writing for CJS Majors
Prerequisite: All CJS 100-level courses
This course integrates technical writing skills and discipline specific report writing elements. With its emphasis on writing that covers ethics, investigative reporting, and interpersonal skills, this course demonstrates not only what information should go into reports, but also how to write this information well. This course is designed to enhance the knowledge of students by providing exposure to key elements of effective report writing communication methods and awareness. This course creates baseline awareness and actions to produce complete, concise, clear, correct, courteous, and legible reports. To augment report-writing strategies, engaging dialogue within the classroom will be initiated on seamless best practices in compliance with sample department guidelines and procedures.

CJS 424

Computer Crimes
Prerequisite: All CJS 100-level courses
This course examines all aspects of cybercrime from emerging global crimes of the Internet, to criminological perspectives on cybercrime, to investigating and prosecuting cybercrimes. It provides an overview of emerging global crimes, challenges faced by law enforcement, and the underlying reasons for the rise in such activities. Students will focus on the role of the cybercriminal, the victim, and the cybercriminal's impact on the criminal justice system.

CJS 440♦

Criminal Justice Capstone II
A grade of C or above is required in this course.
Prerequisite: All required CJS courses
Students will build upon concepts addressed in CJS 230: Criminal Justice Capstone I, and the entire CJS Curriculum bringing together all of the essential elements of the criminal justice system. This course is designed to develop leadership skills and to discuss and explore economic, social, cultural, and political trends in the Criminal Justice profession. Students will apply the information acquired in the core curriculum to engage in simulations involving various issues that arise in this field. Simulations focus on the roles of the parties involved in the day-to-day functioning of the criminal justice system, as well as the ethical issues faced by each party. As part of the simulation process, students will also focus on proposed resolutions. Writing assignments will be integrated into the simulations. These assignments are designed to enhance students' understanding of the issues and proposed resolutions presented during classroom activities.
♦Writing Enhanced Course

Communication (COM)
COM 112

Effective Speech Communication
This course provides study and practice in oral communication, written speech construction, rhetorical devices, and presentational skills. Organization and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior are all emphasized. Students taking this course online will need access to a webcam and a microphone.

COM 202

Intercultural Communication
Prerequisite: ENG 101
This course examines the concept of valuing differences by developing skills in understanding and working with persons from backgrounds different from the student's own, including differences in work ethic, ethnicity, gender, age, socioeconomic status, education, and sexual orientation. Through class assignments, this course also requires students to apply, in their day-to-day activities, the intercultural communication skills that they have acquired during the class.

COM 312

Practical Reasoning
Prerequisites: BIS 111, ENG 103, COM 112, HUM 102, and MAT 101 or MAT 102
This course is an introduction to the basic principles of informal logic, practical reasoning, and argumentation. The course will build the core set of skills required to identify faulty reasoning, analyze arguments, and construct valid arguments.

Cooperative Work Experience (CWE)
CWE 098

Associate Pre Co-operative Education Workshop
Prerequisite: 30 credits toward the associate degree credits must be completed.

COURSE DESCRIPTIONS

CWE 099

Bachelor's Pre-Cooperative Education Workshop
Prerequisite: 105 credits toward the bachelor's degree must be completed

CWE 104

Business Administration/Management (Associates) Cooperative Work Experience

CWE 116

Paralegal Studies (Associates) Cooperative Work Experience

CWE 227

Criminal Justice Cooperative Work Experience
Prerequisites: CJS 101 and CJS 104
This elective course requires a supervised internship in an approved criminal justice setting. The Co-op is an excellent opportunity for students to put their working knowledge of the criminal justice system into action. By placing themselves in the environment where their learning comes to life, students will gain hands-on experience in the field of criminal justice.

CWE 304

Business Administration/Management (Bachelor's) Cooperative Work Experience

CWE 320

Information Technology/Technology Management (Bachelor's) Cooperative Work Experience

CWE 406

Accounting Cooperative Work Experience
Prerequisite: CWE 099
Students planning to take cooperative work education (Co-op) for their bachelor's degree must first take a preparatory workshop to prepare for the Co-op program. The prerequisite workshop must be taken after completion of 90 credits for the bachelor's degree program. All cooperative work experiences are optional. The supervised work experiences provide students with the opportunity to observe and participate in actual organizational processes in their area of special interest. A comprehensive work report is required of all students. To participate in Co-op, students must consult with their Program Advisor. Students must typically hold a 2.0 GPA to participate. Students who fall below the required GPA must obtain a waiver.

CWE 413

Paralegal (Bachelor's) Cooperative Work Experience

CWE 423

Business Administration (Bachelor's) Cooperative Work Experience

CWE 427

CJS Cooperative Work Experience
Prerequisites: All CJS 100-level courses and CWE 099

COURSE DESCRIPTIONS

Economics (ECO)

ECO 101

Macroeconomics

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

ECO 102

Microeconomics

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

ECO 340

International Economics

Prerequisites: A grade of C or above in ECO 101 and ECO 102. MAT 102 and MAT 109 are recommended.
International Economics presents an in-depth study of international trade. Students will analyze why nations trade and invest, the gains from trade and investment, and the magnitude of these activities. Topics include trade restrictions, the costs of protection, foreign exchange markets, and the balance of payments.

ECO 350

Managerial Economics

Prerequisites: A grade of C or above in ECO 101 and ECO 102. MAT 102 and MAT 109 are recommended.
Managerial Economics applies microeconomic theory to practical business applications, focusing on pricing, production, and resource allocation issues useful in decision-making. Topics include demand, the theory of the firm, production and costs, pricing decisions, demand estimation, game theory, and the theory of risk.

English (ENG)

ENG 101

English Composition

A grade of C or above is required in this course.
Prerequisites: Placement into college-level English.
Students will develop clear and logical expository writing skills with emphasis on planning, structuring, developing, and revising essays. Readings, writing assignments, and discussions provide students with a basis for writing about themselves and their world. This course is required of all students, and students must earn a minimum grade of C to pass.

COURSE DESCRIPTIONS

ENG 103♦

Rhetoric and Research

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

Prerequisite: ENG 101

This course focuses on the shift from introductory modes of writing explored in English 101 to higher order, objective, academic writing used in various disciplines and professions. Emphasis is placed on critical reading, thinking, writing, and research. This course also introduces the research process and APA format as the basis for future collegiate coursework. This course is required for all degree programs, and students must earn a minimum grade of C to pass.

♦Writing Enhanced Course

ENG 202

Introduction to Literature

Prerequisite: ENG 101

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

Entrepreneurship/Small Business Management (ENT)

ENT 200

Introduction to Entrepreneurship/Small Business Management

Prerequisite: BUS 100

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

ENT 225

Accounting, Finance, and Tax for Smaller Businesses

Prerequisites: ACC 201 or ACC 105 and ENT 200

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

ENT 250

Essentials of Small Business

Prerequisites: ENG 101

This course focuses on the essential concepts of entrepreneurship and small business ownership. Students will explore the steps to getting started, small business marketing, and strategies for success.

ENT 280

Entrepreneurial Marketing

Prerequisites: MKT 101 and ENT 200

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

ENT 401

Entrepreneurial Strategies and Tactics

Prerequisites: ENT 225 and ENT 280

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

Finance (FIN)

FIN 100

Introduction to Personal Finance

This course prepares students to become informed consumers of financial information and provides the skills and knowledge needed to effectively manage personal spending and make appropriate financial decisions. Topics presented include the following: the proper use of credit, funding education, insurance and risk management, budgeting skills, savings and checking account management, and the protection of assets and future income.

FIN 105

Fundamentals of Finance

Prerequisite: ACC 105

This course will provide students with a solid foundation in the principles of finance as they apply in the real world. Students will develop an understanding of business financial operations, financial performance measures, financial decisions and their impact upon performance, budget creation and management, and the use of finance skills to drive a business forward.

FIN 201

Introduction to Finance

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

Prerequisite: ACC 201

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

FIN 204 (Coursera)

Financial Operations

When an investor is faced with a portfolio choice problem, the number of possible assets and the various combinations and proportions in which each can be held can seem overwhelming. Learners will explore the basic principles underlying optimal portfolio construction, diversification, and risk management. Additionally, Learners will examine portfolio performance measures and best practices for portfolio performance evaluation. This course is taken at Coursera and applied as transfer credit. See advisor for details.

FIN 401

Financial Analysis

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

Prerequisite: FIN 201

This course helps students develop the skills they will need for making financial information management decisions in the context of planning and controlling the business enterprise. This course will emphasize the

development of decision-making criteria in dealing with topics such as financial planning, capital budgeting, financing international trade, working capital, risk assessment, interest rates, debt, and equity management.

Healthcare Administration (HCA)

HCA 101

Introduction to Healthcare
A grade of C or above is required in this course.
Prerequisites: ENG 101, BIS 111, and COM 112
This course introduces the discipline of healthcare administration and the essential communication and relationship, management, leadership, professionalism, and business skills consistent with the roles held by today's healthcare leaders.

HCA 210♦

Healthcare Delivery in the US
A grade of C or above is required in this course.
Prerequisites: HCA 101 and ENG 103. Prerequisites for PHA majors: PHA 101 and ENG 103.
This course introduces and describes the healthcare delivery system and the resources that comprise it. Topics include the theoretical basis for the system, its history and development, as well as its overall planning, organization, management, evaluation, quality, professions, and its major health policy issues.
♦Writing Enhanced Course

HCA 220

Cultural Awareness for Health and Human Services Professionals
Prerequisite: ENG 103
This course explores cultural competence and the set of behaviors, knowledge, attitudes, and policies that enable professionals to perform effectively and ethically in cross-cultural situations. Topics include health disparities based on race, ethnicity, class, gender, sexual orientation, immigrant status, religion, and other social and cultural markers, making it critically necessary for healthcare professionals to be equipped to address the needs of a diverse population.

HCA 240

Healthcare Law and Ethics
Prerequisites: ENG 103 and HCA 210
This course introduces the student to the U.S. legal system and provides an overview of the laws and regulations applicable to healthcare. Special emphasis is placed on contemporary healthcare situations and ethical dilemmas.

HCA 320

Public and Community Health
Prerequisites: HCA 210 and HCA 220
This course introduces the field of public health and epidemiology and emphasizes the socio-cultural factors associated with the distribution and etiology of health and disease. Topics include epidemiologic concepts and principles in the practice of managing the health of populations and communities, determining ways in which health providers, community leaders, and community residents view health problems, and using objective data as a means to develop health intervention strategies.

COURSE DESCRIPTIONS

HCA 335

Healthcare Marketing
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course examines the basic marketing principles and applies them to the healthcare field. Topics include the various healthcare delivery models as changers of healthcare marketing, the diversity of the healthcare consumer's definition of care, and the distinction between individual patients versus corporate America as a customer.

HCA 445

Healthcare Economics
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course explores the economic influences and underpinnings of the healthcare delivery system. Topics include an examination of the current system of financing healthcare and the factors affecting it, budgetary concepts, and financial management.

HCA 460

Health Policy
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course examines the process of healthcare policy development at the federal and state levels, the role of constituencies in policy formation, and the role of politics in healthcare.

HCA 480

Healthcare Administration Capstone
A grade of C or above is required in this course.
Prerequisite: HIA 340
This course is designed as the culminating experience in the healthcare administration program. Its focus is on the evaluation, integration, and synthesis of the knowledge, skills, and competencies of general education and healthcare administration courses.

Health Information Administration (HIA)

HIA 310♦

Advanced Quality Management and Performance Improvement in Healthcare
A grade of C or above is required in this course.
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course focuses on the management of quality and performance improvement processes in healthcare. Topics covered include benchmarking, utilization and resource management, risk management, case management, and critical paths. Special emphasis is placed upon the measurement of outcomes and analysis of clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.
♦*Writing Enhanced Course*

HIA 320

HIPAA For the Healthcare Manager
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course examines HIPAA and privacy policies and procedures for the access, use, protection, and disclosure of information associated with treatment, payment, or healthcare operations. Topics include Protected Health Information (PHI), determining patient verification and identity management, E-discovery,

COURSE DESCRIPTIONS

business associate agreements, breach management, and mandatory reporting. Other topics include evaluating internal and external security threats & vulnerabilities to include cyber-attacks, phishing, ransomware, malware, disasters, medical identity theft, and inappropriate access.

HIA 340♦

Health and Human Services Research Methods
A grade of C or above is required in this course.
Prerequisites for HCA and HIA majors: All required 100 and 200-level HCA and HIT courses must be completed.
Prerequisites for HSL majors: MAT 109 and HSL 210. Prerequisites for PHA majors: HCA 210 and MAT 109.
This course builds upon the essentials of healthcare statistics by focusing on research methodologies, data acquisition, and the application of research ethics. Emphasis on literature review and evaluation, study design and approach, and data collection and analysis.
♦*Writing Enhanced Course*

HIA 350

Electronic Health Records and Health Information Exchange
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course focuses on the use of electronic health records and information governance as an organization-wide framework for managing information. Topics include forms and EHR screen design and control, the evaluation of policy initiatives that influence data integrity, integration, interfaces, data quality, data reliability, data interchange standards, and health information exchange and interoperability. Emphasis on the use of secondary data sources and educational tools and programs related to access to patient portals, personal health records, patient safety, and the use of mobile applications.

HIA 370

HIM Compliance
Prerequisites: All required 100 and 200-level HCA and HIT courses must be completed.
This course examines the elements of a compliance program including associated policies and procedures, training and education, and auditing and monitoring. Compliance principles for healthcare settings including hospital outpatient services, physician practices, long-term care facilities, inpatient rehabilitation, home health, long-term acute care, and behavioral health are closely examined. Examples of audit tools including ambulatory coding review worksheets, audit summary sheets, and coding and DRG validation forms are discussed.

HIA 400

Healthcare Data Analytics
A grade of C or above is required for this course.
Prerequisites: All 300-level courses must be completed or concurrently enrolled for healthcare majors and MAT 109 for non-healthcare majors.
This course focuses on the analysis of data to identify trends (e.g., patient quality, patient safety, effectiveness of healthcare, structure, and use of health information and healthcare outcomes, and public health trending).

HIA 480

Strategic Planning and Organizational Development in Healthcare
A grade of C or above is required in this course.

COURSE DESCRIPTIONS

Prerequisites: All 300-level courses must be completed or concurrently enrolled.
This course focuses on fundamental leadership skills, assessing the impact of organizational change, and the analysis of human resource strategies for organizational best practices in healthcare. Focus areas include strategic planning, critical thinking, benchmarking, change management theories, organizational design, and assessing and evaluating the impact of change in workflows on employee performance and behavior. Other topics include the development of interprofessional relationships, evaluating staffing levels and productivity and provide feedback to staff regarding performance, and developing department policies and productivity standards.

HIA 497

HIA Professional Practice Workshop
Prerequisites: All required 300-level courses must be completed.
Students enrolled in the Bachelor of Science degree program in Health Information Administration (HIA) must enroll in this workshop prior to enrolling in HIA 499 HIA Professional Practice Experience (PPE). Students must secure required clearances necessary for PPE placement. Behavioral and academic expectations are discussed in order to prepare students for a successful Professional Practice Experience. Students who reside outside of the Commonwealth of Pennsylvania must satisfy the requirements of the PPE through successful completion of an applied project.

HIA 498

Health Information Administration Capstone
A grade of C or above is required in this course.
Prerequisites: All 300 and 400-level courses must be completed or concurrently enrolled.
This course is taken in the final term session of study in the HIA program. Case studies are designed to challenge critical thinking and problem solving from a managerial perspective, and provide an opportunity for the demonstration, synthesis, and application of knowledge and skills acquired during the program of study.

HIA 499

HIA Professional Practice Experience
A grade of C or above is required in this course.
Prerequisites: HIA 497, Approval of Healthcare Site and Approval of Faculty Chair
HIA students enroll in the professional practice experience (PPE) course in their final term of study. This course is designed and supervised to reinforce didactic instruction and includes program-coordinated experience at professional practice sites. Each student must complete a minimum of 40 hours of externally supervised activity before graduation. The PPE does not prohibit a paid internship. The externally supervised activity relates to higher-level competencies and results in a learning experience for the student and/or a deliverable to a practice site. Simulation activities designed to replicate PPEs are permitted but cannot totally replace the required 40 hours minimum of an externally supervised activity PPE. Students who reside outside of the Commonwealth of Pennsylvania must complete an applied project.

History (HIS)

HIS 105

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

COURSE DESCRIPTIONS

HIS 320

African Civilizations

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

Health Information Technology (HIT)

HIT 100

Medical Terminology

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

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

HIT 101

Introduction to Health Information Management

Prerequisite: HIT 100

This course introduces the discipline of Health Information Management (HIM). Emphasis is placed upon the history of healthcare, organization of healthcare delivery in the United States, and the evolution of the HIM profession including the exploration of career opportunities. Students are introduced to the medical record including types and content and health record documentation, documentation requirements, and the characteristics of data quality and integrity.

HIT 200

Statistical Applications in Healthcare

Prerequisites: BIS 111 and a grade of C or above in SCI 250

This course focuses on the calculation of statistics in healthcare operations. Topics covered include healthcare statistics formulas (i.e., discharge days, length of stay (LOS), percent of occupancy, autopsy, birth, death, and infection rates) and types of data analytics (i.e., descriptive, diagnostic, predictive, prescriptive). Emphasis on data visualization, report generation, data presentation, and data interpretation. Other topics include research methods, research designs, and research ethics, including the role of the IRB.

HIT 215

Legal Issues in Health Information Management

Prerequisite: HIT 101 must be completed or concurrently enrolled.

The course examines healthcare legal terminology and legislative and regulatory processes within the scope of Health Information Management. Topics covered include the impact of privacy on healthcare operations, including but not limited to accessing, divulging, releasing, or transferring protected health information (PHI), authentication for release of protected health information, breach management, and health information exchange. The HIPAA Privacy and Security Rules are examined with an emphasis on implementation, notice of privacy practices, protected health information (PHI), accounting of PHI disclosures, and patient right to view/access to PHI, unreasonable measures. Other topics include retention and destruction methods, mandatory reporting (e.g., state reportable diseases and events), policies for employee use of social media, and admissibility of health records per Federal Rules of Evidence and the Uniform Rules of Evidence.

COURSE DESCRIPTIONS

HIT 218

Healthcare Reimbursement

Prerequisites: HIT 220 and HIT 225 must be completed for HIT students. HCA 101 must be completed for HCA students.

This course provides an intense focus on the evaluation of revenue cycle processes and compliance with regulatory requirements and reimbursement methodologies. Topics include validating the accuracy of chargemaster and encounter forms, appeals letters, and case mix management. Emphasis on calculating case mix index and its impact on reimbursement.

HIT 220

ICD-10-CM Coding

Prerequisite: SCI 270

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

This course provides a comprehensive introduction to the principles and conventions of the ICD-10-CM coding system. Emphasis is on the assignment, validation, evaluation of diagnostic codes, and the interpretation of official coding guidelines. Other topics include ensuring health record documentation supports the diagnosis, reflects the patient's progress, clinical findings, and discharge status. Students will also interpret the results of computer-assisted coding software.

HIT 221

Advanced ICD Coding & Virtual PPE

Prerequisite: HIT 220

This course includes advanced concepts, principles, and conventions of the ICD-10-CM coding system and will introduce the ICD-10-PCS coding system. Students will assign diagnostic and procedural codes, diagnostic groupings, including DRGs, and evaluate case mix analysis in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors.

HIT 225

CPT/Outpatient Coding

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

Prerequisite: SCI 270

This course provides a comprehensive introduction to the principles and conventions of the CPT coding system. Emphasis is on the assignment, validation, evaluation of and outpatient/physician procedural codes, and the interpretation of official coding guidelines. Other topics include ensuring health record documentation supports the diagnosis and reflects the patient's progress, clinical findings, procedures performed, discharge status, and interpreting the results of computer-assisted coding software for accurate selection of codes.

HIT 226

Advanced CPT Coding & Virtual PPE

Prerequisite: HIT 225

This course includes advanced concepts, principles, and conventions of the CPT and HCPCS coding systems. Students will assign procedural codes and groupings, including APCs, in accordance with current regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.

This course includes advanced concepts, principles, and conventions of the CPT and HCPCS coding systems. Students will assign procedural codes and groupings, including APCs, in accordance with current

regulations and established guidelines. Special emphasis is placed upon coding compliance strategies, auditing, reporting, and coding quality monitors. The AHIMA Virtual Lab is used in this course.

HIT 230

Information Systems for Health Information Technology
Prerequisites: HIT 101 or HCA 101 must be completed or concurrently enrolled.
This course focuses on the use and exchange of health information technology in the delivery of healthcare and related operations. Application design and use and software applications (e.g., billing, coding, document imaging, electronic health record, grouping, natural language processing, electronic health record (EHR), personal health record (PHR), quality improvement, record tracking, registries, release of information), and electronic health record certification (e.g., Office of National Coordinator for Health Information Technology) are examined. Data governance, data interchange standards, and data management processes (e.g., acquiring, validating, storing, protecting, and processing data to ensure accessibility, reliability, and timeliness) are explored. Other topics include consumer engagement activities, assessing patient engagement, portal management, health literacy, and the use of personal health records.

HIT 250♦

Managing Quality and Performance Improvement in HIM
A grade of C or above is required in this course.
Prerequisites: ENG 103 must be completed and HIT 200 must be completed or concurrently enrolled.
This course provides comprehensive coverage of the theory and practice of performance and quality improvement in healthcare organizations and human resource strategies for organizational best practices. Topics include managing change, mergers and acquisitions, using project management tools for change management, and financial management processes. Other topics include assessing training needs (e.g., job analysis), developing training learning objectives, designing and developing training materials, and implementing and evaluating training programs.
♦Writing Enhanced Course

HIT 297

HIT Professional Practice Workshop
Prerequisite: Approval of Faculty Chair required
Students enrolled in the Associate in Science degree program in Health Information Technology (HIT) must enroll in this workshop prior to enrolling in HIT 298 HIT Professional Practice Experience (PPE). Students seeking an off-site internship must secure required clearances necessary for PPE placement. Behavioral and academic expectations are discussed in order to prepare students for a successful Professional Practice Experience. Students completing an applied project as part of the PPE course are exempt from this workshop. Students who reside outside of the Commonwealth of Pennsylvania must satisfy the requirements of the PPE through successful completion of an applied project.

HIT 298

HIT Professional Practice Experience
A grade of C or above is required for this course.
Prerequisites: This course is taken in the final term of study in the HIT program. HIT 250 completed or concurrently enrolled. HIT 297 required for off-site PPE students.
HIT students enroll in the professional practice experience (PPE) course in their final term of study. This course is designed and supervised to reinforce didactic instruction and includes program-coordinated experience at professional practice sites. Each student must complete a minimum of 40 hours of externally supervised activity before graduation. The PPE does not prohibit a paid internship. The externally supervised

activity relates to higher-level competencies and result in a learning experience for the student and/or a deliverable to a practice site. Simulation activities designed to replicate PPEs are permitted but cannot totally replace the required 40 hours minimum of an externally supervised activity PPE. Students who reside outside of the Commonwealth of Pennsylvania must complete an applied project.

Human Resource Management (HRM)

HRM 201♦

Human Resource Management
Prerequisite: ENG 103 or concurrently enrolled.
A grade of C or above is required for HRM students.
This course is a survey of the management function from the human resources perspective, with an introduction and overview of human resources practice areas such as employment law and compliance, recruitment, selection, training and development of staff, compensation and benefits, motivation, and performance appraisal. Students will be challenged to examine human resources situations and apply their knowledge.
♦*Writing Enhanced Course*

HRM 306

Managing Employment Law
Prerequisite: HRM 201
This course explores government regulations and legal precedents affecting human resource management. The focus will be on how to maintain legal compliance in a business setting and is designed to inform students of the impact employment-related statutory and decisional law have upon human resource managers and employees. Case studies will broaden students' exposure to the many ways compliance can affect a company's morale, bottom line, and legal exposure.

HRM 310

Training Development and Design
Prerequisite: HRM 201
In this course, students will consider various theoretical models of training and development as well as the impact of effective training and development programs on successful organizations. The course will focus on needs assessment, performance-based objectives, return on investment, and evaluation techniques. Students will identify ways in which training and development affect turnover, employee satisfaction, engagement, and morale.

HRM 330

HR Information Systems
Prerequisite: HRM 201
In this course, students will focus on selection, implementation, and maintenance of HR information systems. Key applications such as staffing, performance management, total compensation, compliance, and workforce planning will be examined.

HRM 350

Human Capital Management
Prerequisite: HRM 201
Students will learn a strategic approach to managing employees. Recruitment and retention practices will be discussed. Legal requirements, case studies, and best practices will be utilized to determine how to apply

diverse practices to specific situations including human resource planning process, forecasting methods, performance management, affirmative action, and succession planning.

HRM 380

Labor and Employee Relations

Prerequisite: HRM 201

This course explores the bargaining relationship, arbitration techniques, collective bargaining content, and the use of mediation in resolving conflict, as well as relationship and conflict management. The course will review how the industrial relations system in the United States works in general, as well as specific areas such as the future of unions in the United States, comparisons with the industrial relation systems of other countries, relationships with human resource management models, various models of dispute resolution, issues in labor-management cooperation, and differences and similarities between public and private sector industrial relations. General business relationship management will also be explored.

HRM 395

Total Rewards

Prerequisite: HRM 201

Students will examine basic concepts and components of developing a total rewards system. Strategic and operational decisions in the design and coordination of a rewards system will be utilized. Topics will include job analysis, job evaluation, designing pay structures, pay-for-performance plans, performance appraisals, benefits, international pay systems, and legal issues in compensation.

HRM 410

Organizational Development

Prerequisite: HRM 201

Organizational development is planned change designed to bring about a specific result, through an ongoing, systematic process. The course covers the history, and methods, of organizational development. Learners will examine the formal and informal functions of organizations based on a systems model. Learners will also learn to analyze and solve organizational problems using a step-by-step method of diagnosis and intervention.

HRM 420

Global HR and Diversity

Prerequisite: HRM 201

This course examines cultural differences in values and attitudes, which may affect international HRM effectiveness, staffing, compensation, employee relations, law and compliance, as well as the challenges of managing a global workforce. Issues such as offshoring, outsourcing, and asynchronous teamwork will be investigated. The course will place a special emphasis on diversity within domestic HRM as well as globally.

HRM 450♦

HRM Capstone

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

Prerequisites: All 300-level HRM courses must be completed.

As Human Resources evolves, it is vital that HR professionals be well versed in strategic management in order to more closely align HRM with business objectives. This course emphasizes the strategic management process from the HR perspective. Course materials and case studies will explore strategic alignment, balanced scorecard principles, and analysis. Students will complete a research-based capstone

paper as well as a hands-on human resources project. A standardized test will be administered to measure academic achievement across the curriculum.

♦*Writing Enhanced Course*

Human Services Leadership (HSL)

HSL 101

Introduction to Human Services Leadership

Prerequisite: ENG 101

This course explores career opportunities in the field of human services, including, but not limited to, personal care administration, mental health support, and substance abuse services. Students will set professional goals, examine career trends, and receive an overview of current topics in the field of human services. Students will also gain a historical perspective of the human services profession to understand how the field has evolved, and the ways it has yet to evolve.

HSL 105

Human Development

Prerequisite: PSY 101

This course examines the human lifespan from conception to death through a psychological, cultural, and biological perspective. Students will learn to recognize developmentally appropriate behavior, deviations from conventional wisdom regarding human development, and other cultural considerations for working with individuals and communities.

HSL 201♦

Basic Helping and Counseling Skills

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

Prerequisite: ENG 101

This course introduces the theory and knowledge bases of prevention, intervention, and maintenance strategies. Students will learn how to assess and analyze the needs of clients or client groups through observation, interviewing, and active listening. An emphasis is placed on the identification and use of appropriate resources and referrals, group facilitation, and the use of consultation.

♦*Writing Enhanced Course*

HSL 210

Human Services Delivery Systems

Prerequisites: HSL 101 and ENG 103

This course covers the range and characteristics of human services delivery systems and organizations, populations served, and needs to be addressed by human services professionals. Among the topics covered are the significant models used to conceptualize and integrate prevention, maintenance, intervention, rehabilitation, and healthy functioning. Also examined are the systemic causes of poverty and its implications, national and global social policies and their influence on human service delivery, and constituency building, and other advocacy skills such as lobbying, grassroots movements, and community development and organizing.

COURSE DESCRIPTIONS

HSL 250

Case Management Skills

Prerequisite: HSL 210

This course builds on responding to human needs by examining the roles and responsibilities of human services case managers, and the role of effective communication, particularly in listening, responding to, and assessing client needs and strengths. Topics also include formats and standards used for clinical documentation of services provided, monitoring care based on identified goals, and coordinating care on a team.

HSL 280

Group Dynamics

Prerequisite: HSL 210

This course introduces theories associated with group behavior in organizations and society. Students will also learn about applications of group interventions as a therapeutic strategy in human services delivery.

HSL 290♦

HSL Practicum I

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

Prerequisites: HSL 105, HSL 201, and HSL 210

Students enrolled in the Human Services Leadership program are required to complete a field experience such as a practicum or internship, which occurs in a human services setting. The practicum is designed to provide an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. The field experience is no less than 250 clock hours.

♦*Writing Enhanced Course*

HSL 320

Violence and Trauma in Society

Prerequisite: HSL 210

Students will learn about the prevalence of violence and trauma in society, as well as the impact that traumatic experiences have on one's growth and well-being. This course examines the neurological changes that take place after a person is exposed to trauma, and equips students with strategies for working with survivors of violence, abuse, and other stressors (both acute and chronic).

HSL 330

Ethics in Human Services Leadership

Prerequisite: HSL 210

Students will apply the ethical standards outlined by the National Organization for Human Services/Council for Standards in Human Service Education to specific case studies relevant to the field of human services. Students will also develop a personal code of ethics, which merges their personal values and professional expectations.

HSL 390

Current Trends and Treatment Approaches in Substance Abuse Care

Prerequisite: HSL 210

This course focuses on the ever-changing political, cultural, and scientific trends of substance abuse care in the United States. Students will use current research to build a repository of best practices in substance abuse intervention based on culturally sensitive resources.

HSL 400

Advanced Helping & Counseling Skills

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

Prerequisite: HSL 201

This course provides students an opportunity to develop advanced counseling techniques. Introduced throughout the course are complex ideas such as case formulation, therapeutic humor, and professional self-disclosure. Students are encouraged to study therapeutic techniques while also developing their natural voice and counseling style.

HSL 401♦

HSL Practicum II

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

Prerequisites: HSL 290 and HSL 400

Students enrolled in the Human Services Leadership program are required to complete a field experience such as a practicum or internship, which occurs in a human services setting. The practicum is designed to provide an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. The field experience is no less than 350 (may include 250 from associate level) clock hours of field experience with at least 100 of these clock hours occurring in the junior and senior years.

♦Writing Enhanced Course

HSL 410♦

Human Services Policy and Advocacy

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

Prerequisites: HSL 210 and HIA 340

Students will evaluate policies and create processes to effect social change through advocacy work at all levels of society, including community development, community and grassroots organizing, and local and global activism. Students will study social movements throughout the United States and create a personal "change agent plan" to implement as a human services professional.

♦Writing Enhanced Course

Humanities (HUM)

HUM 102

Introduction to Ethics

Prerequisite: ENG 103

This course is an introduction to the nature of ethical thinking. The course will explore the methods and concepts associated with the field of ethics, which are required to make value judgments about human behavior. The ethical problems will be approached from a global perspective through the humanities and social sciences.

HUM 104

Critical Thinking and Reading

This course emphasizes active reading, reading comprehension, and critical and analytical thinking. It will prepare students for future course content such as education, ethics, history and politics, science and the environment, race, ethnicity and gender, family issues and relations. Students will read, discuss, and analyze a variety of academic texts. Reaction papers, summaries, quizzes, and participation in class discussions will be required.

HUM 105

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

HUM 107

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

HUM 108

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

HUM 275♦

Leadership and the Humanities
Prerequisites: ENG 103 and HUM 102
This course opens an inquiry into the relationship between leadership and ethics. The course will offer an exploration of ethical and leadership theory grounded in philosophy, literature, and political theory from the ancient period to the present. Special attention will be given to the application of these theories to contemporary problems in leadership and ethics.
♦Writing Enhanced Course

HUM 300

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

Information Security (ISC)

ISC 310♦

Information Security and Risk Management
Prerequisite: ENG 103
Material presented in this course comes from the Information Security and Risk Management domain of the CISSP Common Body of Knowledge (CBK). Students will learn to define, describe, and discuss the planning, organization, and roles of individuals in identifying and securing an organization's information assets. Students will also learn to develop, use and recognize policies, procedures, and guidelines used in information security and risk management. Finally, students should be able to explain, from a management perspective, human resource issues as they relate to confidential, proprietary, and private information.
♦Writing Enhanced Course

COURSE DESCRIPTIONS

ISC 325

Access Control, Security Assessment, and Security in the Software Development Lifecycle
Prerequisite: ENG 103
Material presented in this course comes from the Identify & Access Management, Security Assessment & Testing, and Security in the Software Development Lifecycle domains of the CISSP Common Body of Knowledge (CBK). Students will learn to identify and apply access control concepts and methodologies, implementing these controls within centralized and decentralized environments across the enterprise's computer systems. Identifying, detecting, and correcting measures are emphasized in order to manage risks, vulnerabilities, and exposures within a system. Students will also learn security assessment and testing strategies, as well as methods and techniques to ensure security in the software development life cycle and the software development environment.

ISC 415

Cybersecurity Analysis
Prerequisite: ITN 144
This course is designed to provide students with the knowledge and skills needed to protect networks and information systems through the use of Cybersecurity Analysis. The concepts presented in this course map to the exam objectives for CompTIA Cybersecurity Analyst certification (CySA+). The course covers knowledge and skills such as using proactive threat intelligence to manage organizational security and vulnerability activities, analyzing security monitoring data, and applying basic digital forensics techniques.

ISC 425

Network Security and Security Operations
Prerequisite: ENG 103
Material presented in this course comes from the Communications & Network Security and Security Operations domains of the CISSP Common Body of Knowledge (CBK). Students will learn the concepts, techniques, and methods used to ensure secure network design, components, and communication channels against network attacks. Students will also learn the various concepts and methodologies surrounding security operations including investigations, resource protection, incident response, change and configuration management, and business continuity and disaster recovery.

Information Technology Networking (ITN)

ITN 120

PC Fundamentals
Prerequisite: BIS 111
This course introduces students to the basics of computer hardware and software. In doing so, students gain the expertise to be able to build computer systems, acquire the knowledge needed to work with others in the support field, and develop expertise in basic computer systems. This course aligns with the outcomes of CompTIA's A+ Certification Exam and the TestOut PC Pro Certification Exam.

ITN 130

Networking Fundamentals
This course focuses on designing, building, administering and troubleshooting computer network environments. Students will utilize cloud, mobile, and virtualization techniques in order to stay on top of emerging technologies. This course centers on the material from CompTIA's Network+ Certification Exam and the TestOut PC Pro Certification Exam. It is a vital part of becoming a better network administrator.

COURSE DESCRIPTIONS

ITN 144

Introduction to Network Security
Prerequisite: ITN 130
Students will develop a basic understanding of the network security field. Topics covered include general security concepts, data communication security, infrastructure security, and cryptography. The concepts presented in this course map to the exam objectives for CompTIA's Security+ exam.

ITN 201

Cloud Computing Foundations
Prerequisite: ITN 130
This course provides students an overview of fundamental cloud computing concepts, services, security, architecture, pricing, and support. Students will complete hands-on laboratories using Amazon Web Services, exploring topics including identity and access management, virtual private clouds, compute resources, scaling, and load balancing. The course addresses the core outcomes needed for students to prepare for the AWS Certified Cloud Practitioner examination.

ITN 220

Help Desk and Customer Support Concepts
Prerequisite: ITN 120
Students will delve into the material related to operating an IT Help Desk along with effective customer support concepts. Students will learn to recognize the skills, processes, technology, and information needed to run a successful help desk. Using real world computer support examples and case studies, students will learn how to support computer systems, software, and the customers who use them. Troubleshooting and customer service skills are emphasized so that students can apply these skills when they are in the field. Assigned research projects, using the Internet and other resources, provide the opportunity to explore help desk problems and solutions encountered in industry.

ITN 264

Wireless Network Security
Prerequisite: ITN 144
Students will learn basic wireless network security including vulnerabilities, security options, and costs connected with implementing secure wireless networks. Topics covered include wireless WANs and LANs, Bluetooth, Voice Over Internet Provider (VOIP), wireless cryptography, and designing and implementing a secure wireless network.

ITN 301

Linux Admin, Networking, & Security
Prerequisites: ITN 144 and ITN 201
This course provides hands-on experience in the installation, operation, troubleshooting, and administration of the Linux operating system for both workstations and servers. Coverage will include system administration, security, and the Linux client/server environment. Security issues related to Linux, including encryption, VPNs, and network troubleshooting utilities will be covered as well. This course addresses the material from CompTIA's Linux+ Certification Exam.

ITN 310

Routing & Switching I
Prerequisite: ITN 201

COURSE DESCRIPTIONS

Students may receive credit for the ITN 310-311 sequence or ITN 312 but not both.
This course focuses on configuring, managing and administering routers, switches, VLANs and Inter-VLAN routing within a routed IP Network. In developing an effective IP Network, students will build on the basic understanding of networks that they developed in ITN 130 to address more advanced elements of IP Networking. This competency addresses material from Cisco's ICND1 Certification Exam.

ITN 311

Routing & Switching II
Prerequisite: ITN 310
Students may receive credit for either the ITN 310-311 sequence or ITN 312 but not both.
This course focuses on the skills you will need to install, administer, and troubleshoot small to medium-sized enterprise branch networks. You will focus on utilizing LAN switching, IP routing and services, as well as a variety of LAN and WAN technologies. This class takes the background knowledge and skills acquired in ITN 312 and builds on it here to complete the Cisco ICND2 and prepare you for the CCNA certification. This course centers on the material from Cisco's ICND2 Certification Exam.

ITN 405

Ethical Hacking
Prerequisite: ITN 144 and ITN 201
In this course, students will learn the important skills of ethical hacking. These skills include information gathering, scanning, enumeration, sniffing, evasion, and attacking a system. Attention will be focused on the hacking of servers, applications, and wireless and wired networks. Subject matter will include Cloud security, cryptography, penetration testing, social engineering, and physical security.

ITN 411

Cloud Operations
Prerequisite: ITN 201
This course is designed to prepare participants to pursue entry-level DevOps, support, and cloud operations roles. It will also help prepare them to take the AWS SysOps Administrator – Associate exam. Emphasizing best practices in the AWS Cloud and recommended design patterns, this course will teach students how to solve problems and troubleshoot various scenarios.

ITN 425♦

IT Capstone in Networking and Network Security
A grade of C or above is required in this course.
Prerequisites: All IT courses required for the bachelor's degree must be completed or concurrently enrolled.
The capstone serves as a final assessment of the program outcomes for the Networking and Network Security concentrations. Students assimilate the knowledge and skills they have acquired throughout their degree program. Working in teams, they analyze a case study, design and implement a network for the case company, and develop a security plan for the network they have designed. Project teams prepare a written proposal summarizing their findings and present their recommendations to classmates.
♦Writing Enhanced Course

COURSE DESCRIPTIONS

Law (LAW)

LAW 103

Business Law

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

Legal Studies (LGL)

LGL 100

The Paralegal Profession

Students receive an overview of key legal topics, which will prepare students for more in-depth coverage that occurs in the upper-level paralegal courses. Additionally, the course introduces students to typical paralegal duties and functions through hands-on paralegal assignments.

LGL 102

Legal Research

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

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

LGL 113♦

Legal Writing

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

Prerequisite: ENG 101

Focus on basic writing skills, grammar, punctuation, proofreading, and legal writing principles. Students will become familiar with legal writing principles through numerous writing assignments. Students will draft, revise, and critique various legal letters and internal memoranda. Assignments will utilize legal research skills and proper legal citation format. Note taking and listening skills will also be developed through in-class exercises.

♦Writing Enhanced Course

LGL 117

Civil Litigation

Prerequisites: All 100-level LGL courses must be completed or concurrently enrolled.

Learn about the civil litigation process in both the federal and state court systems, emphasizing the paralegal role in that process. Students will learn practical skills related to preparing and conducting client and witness interviews; drafting pleadings, discovery, and settlement documents; and preparing for deposition and trial. The civil litigation paralegal's professional ethical responsibilities will be closely examined. This course will also introduce students to the basics of contract, tort, and evidence law in order to examine the civil litigation process effectively.

LGL 140

Cannabis Policies and Legal Issues

This course provides students with an overview of the legal and regulatory environment of the cannabis industry, including how laws differ from state to state. Students will examine the socioeconomic and ethical

issues facing the cannabis business. The course will also review how the cannabis industry intersects with other areas of law such as contract law, business law, insurance law, and securities law.

LGL 201

Contract Law

Prerequisite: All 100-level LGL or LAW courses must be completed

*For students in the post-baccalaureate certificate program, LGL 102 and LGL 113 must be completed or concurrently enrolled.

Gain an understanding of the requirements for a legally enforceable contract and the arguments most commonly used to nullify a contract. Students will perform research using formbooks and case law, write specific sections of contracts, and then write a complete contract and an analysis of the contract for a final project.

LGL 206

Tort Law

Prerequisite: All 100-level LGL courses must be completed

Probe the causes of action and available defenses under the law of torts. It includes a detailed examination of intentional torts, negligence, and strict liability law. The interaction of decisional and statutory law in the development of tort law will be discussed, as well as the role of insurance, and the ethical responsibilities of a practicing paralegal.

LGL 207

Criminal Law

Prerequisite: All 100-level LGL courses must be completed

*For students in the post-baccalaureate certificate program, all 100-level LGL courses must be completed or concurrently enrolled.

Develop a basic understanding of the nature, purpose, principles, and doctrines of criminal law. Students will study the criminal justice process from arrest through trial, sentencing, and appeal, including an overview of the juvenile process. Students will learn the roles of the various participants in the criminal justice system. Students will explore the general principles of criminal liability, the material elements of substantive crimes, criminal defenses, and the constitutional rights of the accused. Students will perform various tasks undertaken by the paralegal in criminal practice, such as preparing pleadings, motions to suppress evidence, and protecting the constitutional rights of the accused.

LGL 215

Professional Legal Responsibility

Prerequisite: All 100-level LGL courses must be completed

*For students in the post-baccalaureate certificate program, all 100-level LGL courses must be completed or concurrently enrolled.

Gain an understanding of the rules of professional responsibility. Students will analyze the rules, case applications of the rules, and related professional conduct forms and procedures. Students will learn to identify situations in which the rules apply and to formulate strategies to insure the rules are not violated.

LGL 219

Legal Technology

Prerequisites: BIS 111 and all 100-level LGL courses must be completed

*For students in the post-baccalaureate certificate program, LGL 102 and LGL 113 must be completed or concurrently enrolled.

Use legal databases and develop a clear understanding of how these databases are utilized through practical application projects. Students will receive instruction concerning electronic filing and information tools such as the federal PACER system, state and local electronic filing, and docket systems. Students will be introduced to concepts and theories behind the creation, employment, and management of litigation support databases, and the most commonly used litigation database programs. In addition, students will learn the basics of some commonly used software that is particular to certain areas of legal practice.

LGL 220

Paralegal Capstone I

Prerequisite: All 200-level LGL courses must be completed or concurrently enrolled.

This course is designed to facilitate assimilation of the skills and knowledge students have obtained from the LGL courses required for the associate degree. Students will have the opportunity to refresh and solidify their legal writing, legal research, and communication skills. Essential ethical issues will also be addressed. Students will examine different areas of legal practice, different work situations, professional organizations, legal publications, and electronic databases. Students will research and investigate job opportunities available for paralegal associate degree graduates and develop an employment plan. They will also assess individual strengths, weaknesses, and career goals. This course will give students an opportunity to craft professional letters to businesses to obtain informational interviews and job interviews. Networking, cover letters, resumes, and interviewing will also be explored in detail.

LGL 304

Family Law

Prerequisite: All 100-level LGL courses must be completed

Explore substantive as well as procedural aspects of such topics as marriage, divorce, support, alimony, custody, equitable distribution, and protection from abuse through the study of statutes, case law, and rules of civil procedure. Students will apply knowledge through hands-on paralegal assignments.

LGL 305

Real Estate Law

Prerequisite: All 100-level LGL courses must be completed

Discover real property law, with an emphasis on real estate transactions and the tasks performed by lawyers and paralegals in representing buyers and sellers in the transfer of real property interests. This course includes analyses and discussions of major issues in real property law related to possession and ownership, easements and licenses, surveys, title examinations, title insurance, contracts for the transfer of interests in real estate (including sales and leases), deeds, mortgages and other encumbrances, financing, closings, as well as the ethical responsibilities of the real estate paralegal.

LGL 306

Immigration Law

Prerequisite: All 100-level LGL courses must be completed

This course provides an overview of U.S. immigration law with an emphasis on the paralegal's role. It examines the legal framework of immigration law, the history of immigration law in the United States, and current policy considerations. Topics include preparation of visa applications, the admission and removal of immigrants and non-immigrants, citizenship and the naturalization process, and humanitarian relief. The course focuses on document organization and preparation, working with clients, litigation assistance, legal research & writing, and ethical considerations.

COURSE DESCRIPTIONS

LGL 308

Estate Law

Prerequisite: All 100-level LGL courses must be completed

Focus on the concepts and tools of estate law and practice, emphasizing the paralegal role in that process. The course provides hands-on practice in dealing with estate planning and administration through lectures, demonstrations, and projects that require working with the language and forms common in the planning, probate, and administration of an estate.

LGL 309

Business Organizations

Prerequisites: All 100-level LGL or LAW courses must be completed

Learn the details of the law of business organizations and its practical application, emphasizing the paralegal role in that process. The course concentrates in detail on the variety of business formats (including sole proprietorships, partnerships, and publicly traded, professional, and close corporations), and the legal framework that governs formation, operation, and dissolution of business entities.

LGL 313♦

Advanced Legal Writing

Prerequisites: All 100-level LGL courses must be completed

Develop professional legal writing skills by building on the practical work begun in the Legal Writing I and Legal Research classes. This course emphasizes the development of those critical writing and revision skills necessary for professional legal writing through the drafting of case briefs and legal memoranda, as well as pleadings and discovery documents. The basic principles of grammar and spelling, task-specific formatting, and the rules of legal citation will be reviewed and incorporated into each of the student's several practical application exercises.

♦Writing Enhanced Course

LGL 315

Advanced Legal Research

A grade of C or above is required in this course

Prerequisite: LGL 219

Build on the knowledge and skills obtained in LGL 102. Topics include the organization and hierarchy of the different legal authorities and how each legal authority assists in the research process. Students receive advanced instruction on the use of computerized legal research tools, such as Internet searches, Westlaw, and LexisNexis.

LGL 406

Employment Law

Prerequisite: All 100-level LGL courses must be completed

Students will examine the legal framework of the employer/employee relationship and the current law's practical application, emphasizing the paralegal role in that process. The course concentrates on the statutory requirements of today's labor laws, discrimination laws, hiring and firing restrictions and mandates, privacy in the workplace issues, sexual harassment regulations, and workplace safety rules.

LGL 407

Advanced Criminal Law

Prerequisite: LGL 207

Build on the student's knowledge and skills acquired in LGL 207. Topics in the course will include a detailed discussion of criminal law statutes. Students will gain exposure to many aspects of a criminal law case, including the paralegal's duties with attorneys involved in the case, prosecutors, police, the client, and correctional agencies. Students will explore the criminal justice system including the pre-trial stage, lineups, trial, and other relevant procedures. A prerequisite for this course is a working knowledge of The Bill of Rights of the U.S. Constitution, and in particular, how it relates to the rights of the accused.

LGL 410

Bankruptcy Law
Prerequisite: All 100-level LGL courses must be completed
Gain familiarity with federal bankruptcy law and practice through a close examination of the bankruptcy code and the applicable procedural rules as they relate to bankruptcy chapters 7, 11, and 13 filings. Students will examine and discuss the ethical concerns of a bankruptcy paralegal. This course emphasizes the practical application of the student's knowledge of bankruptcy law through the preparation of a complete bankruptcy petition and all the related documents typically required for filing with the U.S. Bankruptcy Court, as well as the preparation of common bankruptcy motions.

LGL 419

Intellectual Property
Prerequisite: All 100-level LGL courses must be completed
Explore the legal concepts that underlie patents, trademarks, and copyrights. Students will learn methods used to research various intellectual property questions and become familiar with the forms most commonly employed in intellectual property

LGL 440♦

Paralegal Studies Capstone II: Practical Skills and Regulation
A grade of C or above is required in this course.
Prerequisite: All required LGL courses must be completed or concurrently enrolled.
This course provides a classroom simulation of a law office, offering students hands-on experience with many of the practical and professional activities in which civil litigation paralegals typically engage. In addition to individual projects, students will be divided into plaintiff and defendant teams and work together on certain projects, simulating team projects in a law office. Students will draft legal memoranda, prepare for a client interview, and draft and analyze pleadings, discovery documents, and motions. This course will give students an opportunity to review and enhance many of legal concepts and skills encountered previously in their paralegal program, emphasizing the practical aspects of legal research, legal writing, and civil litigation. In addition, there will be an overview of the national paralegal associations—NFPA and NALA.
♦*Writing Enhanced Course*

Mathematics (MAT)
MAT 101

Introduction to College Mathematics
Prerequisite: Placement into college-level mathematics
Content begins with basic mathematical foundations and extends to include topics from finance and algebra such as simple and compound interest, investments, and loans. Concepts are interwoven with practical applications.

COURSE DESCRIPTIONS

MAT 102

College Algebra

Prerequisite: MAT 101

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

MAT 109

Statistics I

Prerequisite: MAT 101 for health majors; MAT 102 for all other majors

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

MAT 210

Statistics II

Prerequisite: A grade of C or above in MAT 109

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

MAT 213

Calculus I

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

Prerequisite: A grade of C or above in MAT 102

This course provides an introduction to calculus, especially as it applies to business, economics, and the sciences. Topics presented include limits and continuity, techniques of differentiation, and exponential and logarithmic functions. Indefinite and definite integrals may also be covered. When possible, the computer will be used to enhance concept development.

MAT 214

Calculus II

Prerequisite: MAT 213

Calculus II is a continuation of the study of calculus, especially as it applies to business, economics, and the sciences. Topics presented include techniques of integration, multivariable differentiation and integration, and an introduction to volumes of rotation and differential equations. When possible, the computer will be used to enhance concept development.

COURSE DESCRIPTIONS

MAT 370
Applied Discrete Mathematics
Prerequisite: A grade of C or above in MAT 102
This course engages students in logical thinking leading to analysis of algorithms in mathematics, programming, and graphical and tree structures. Although there is some mathematical theory in this course, emphasis is on the practical nature of discrete mathematics. Students solve problems on Boolean and arithmetic circuits, logical form and equivalence, valid and invalid arguments, elementary number theory and proof, mathematical induction and recursion, and graphs, trees, circuits, and paths. By way of mini projects, students investigate Russell's Paradox and The Halting Problem, the duality principle, the pigeonhole principle, finite-state automata, and algorithm efficiency.

Management (MGT)
MGT 102 (Coursera)
Foundations of Diversity

Designed for current and aspiring leaders, from all backgrounds, this course provides an opportunity to explore the foundations of race, ethnicity, and cultural diversity in America. Learners will explore historical milestones, define diversity in terms of the differences among people with regard to gender, race, age, and ethnicity, and examine how organizations utilize diversity as a means for organizational effectiveness. This course is taken at Coursera and applied as transfer credit. See advisor for details.

MGT 114
Essentials of Customer Service

Prerequisite: ENG 101 or concurrently enrolled; prerequisite does not apply to certificate programs that do not include ENG 101. See the program description for details.
Students learn skills necessary for adaptability, techniques for problem solving, decision making and empowerment, creating customer satisfaction and understanding customer behavior. The course also addresses tenants of cultural awareness, service recovery, and professional accountability.

MGT 119
Emotional Intelligence in the Workplace

Prerequisite: ENG 101 or concurrently enrolled; prerequisite does not apply to certificate programs that do not include ENG 101. See the program description for details.
An overview of the tenants of Emotional Intelligence. The course includes content related to personal reputation, integrity, adaptability and self-awareness as it relates to becoming an effective service manager, personal and professional development.

MGT 126
Organizations and People

Prerequisite: ENG 101 or concurrently enrolled; prerequisite does not apply to certificate programs that do not include ENG 101. See the program description for details.
Students gain a foundation on organizational structure, branding, business etiquette, team building and being part of a company, barriers to effective management and change management. Topics are intended to provide the student with baseline knowledge, which can be used in a customer-facing work environment.

COURSE DESCRIPTIONS

MGT 130

Introduction to Supervision

Prerequisite: ENG 101 or concurrently enrolled

Students learn foundations for human relations and supervision. Students explore organizational culture, change in the workplace, modern supervisory challenges, effective communication skills for supervisors, setting goals, managing group dynamics, and management of budgets. Business ethics in the workplace are examined through real world case studies.

MGT 132

Process Management

Prerequisite: ENG 101 or concurrently enrolled

Students learn the basic concepts of managing projects, processes, management concepts, and quality management concepts. Students will also gain insight to the principles, practices, and tools of process management, and their commonalities. In addition, the course includes content on basic understanding and value of CRM (customer relationship management).

MGT 204

Production and Operations Analysis

Prerequisite: BUS 100

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

MGT 210♦

Applied Management Concepts

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

Prerequisite: BUS 100

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

♦*Writing Enhanced Course*

MGT 222

Applications in Diversity, Equity, Inclusion & Belonging

Prerequisite: MGT 102; ENG 101 or concurrently enrolled

Students will explore the skills necessary to lead in a diverse environment, practice inclusive hiring practices, and inspire equity across work and social environments. The course project asks students to experience diversity, equity, inclusion, and belonging by emersion when they step out of their comfort zone and experience the world in an unfamiliar setting.

MGT 306

Organizational Dynamics

Prerequisite: MGT 210

Examine the ways in which formal organizations function as unique cultures with their own norms, expectations of members, styles of leadership, organizational personalities, and relationships outside the

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organization. Special emphasis will be put on topics relating to individual, interpersonal, team, and organizational dynamics.

MGT 310

Ethical Leadership
Prerequisite: MGT 210
This course will focus on the ways current and emerging leaders can assess the values that influence their actions. There will be an examination of the ethical dilemmas of leadership, the foundations and context of moral judgment, the moral implication of decision making within an organization and its impact upon staff, morale, personal integrity, and citizens. Students will have the opportunity to evaluate the leadership role as it relates to the shaping of an organization's ethical culture. There will be an emphasis on critical thinking, normative decision-making, and the role of value in implementing policies and managing an ethical organization.

MGT 340

International Leadership
Prerequisite: BUS 100
This course will examine the evolution of international and global leadership and the necessary steps organizations conducting business in other countries must take to ensure their international and global leaders will be successful. The course will cover topics such as: international and global leadership in the context of culture, intercultural-communication, diversity and inclusion, intercultural conflict, acquiring and developing global leadership competencies, and leadership theories. This course also contributes to the preparation of students for leadership roles and responsibilities for global management opportunities.

MGT 360

Nonprofit Management
Prerequisite: HSL 210 for HSL majors
This course presents students with an opportunity to develop leadership and management skills to promote growth in nonprofit organizations. Students will learn to design and implement a plan of action, as well as evaluate the outcomes of the plan. As a part of the planning process, students will learn about human resources and volunteer management, grant and financial management, and risk management.

MGT 404

Operations Management
A grade of C or above is required for this course.
Prerequisites: MGT 210 and MAT 109. BUS450 and MGT404 should not be taken concurrently.
Discover the direction and control of processes that convert resources into goods and services. Explore the broad areas of systems design, operation, and control. Operations management is the planning, control, and measuring of the progress of a project within the scope of a larger program body. As the global economy expands, these topics become increasingly important in the United States as we struggle to maintain our lead in productivity and competition.

MGT 405

Strategic Management
Prerequisite: MGT210
This course will examine the strategic management process of achieving a company's objectives by evaluating the following components: mission, analysis of internal and external conditions, development of long-term goals and strategies, implementing strategies, and evaluating their results.

Management Information Systems (MIS)

MIS 110

Usability Principles and Interaction Design
Prerequisite: ENG 103
This course introduces students to the principles and practice of human-computer interaction (HCI), covering the design, layout, and evaluation of effective user interfaces; and exposing students to user analysis, usability testing, and the role of HCI in the systems development lifecycle. Key topics include requirements data gathering, task analysis, human factors principles, graphical design, heuristic evaluation, and user testing.

MIS 205♦

Ethical Management of Information Technology
Prerequisite: ENG 103
Students are introduced to the enormous impact that ethical and legal issues play in today's information technology world. Students will think critically about the IT profession's responsibilities to its end users, clients, and to society at large. Topics addressed include the ethics of system and software development, privacy, security, intellectual property, and civil liberties. Students are provided with the foundation they need to face difficult and complex situations, make sound personal decisions, set organizational policies in difficult situations, and to make a positive impact in the IT field. ♦*Writing Enhanced Course*

MIS 302

Project Management
Prerequisites: ENG 103 and BIS 111
Students will be prepared to focus on the management process and apply it to managing Information Systems projects. During this course, a running case study following a project implementation provides a step-by-step analysis of the management process. Assignments using Microsoft Word, Excel, and PowerPoint will allow students to practice hands-on what they are learning. When combined with other study materials, the course provides the fundamental skills needed to prepare for the Project Management Institute (PMI) Certification Exam.

MIS 425♦

Special Topics - Technology Management
A grade of C or above is required in this course.
Prerequisites: All IT courses required for the bachelor's degree must be completed or concurrently enrolled.
The capstone serves as a final assessment of the program outcomes for the Technology Management program. Students assimilate the knowledge and skills they have acquired throughout their degree program. The course requires students to prepare a portfolio of case studies analyses, policy memos, and strategic recommendations, focusing on a particular topic identified by the instructor, which will change over time based on current events and issues in the field of technology management.
♦*Writing Enhanced Course*

COURSE DESCRIPTIONS

Marketing (MKT)

MKT 101♦

Introduction to Marketing

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

MKT 204

Advertising Principles
Prerequisite: MKT 101

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

MKT 208

Internet Marketing

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

MKT 401

Marketing Management
Prerequisite: MKT 101

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

Public Health Administration (PHA)

Courses noted as RIZE are offered via Peirce's partnership with Rize, an education company seeking to expand career pathways for students. The partnership allows students to earn Peirce credit toward in-demand degree programs. Courses are designed by top academics and industry leaders, vetted by Peirce, and taught by faculty who are experts in the field.

PHA 101 (RIZE)

Introduction to Public Health
Prerequisites: ENG 101

From the first introduction of government-mandated quarantines to the modern movement towards universal healthcare, the role of public health and governance has fundamentally shaped human societies. In this course, students will learn the role of the state in ensuring favorable public health outcomes. Students will also learn the importance of public health, understand how it is provided, and learn how it is practiced. This course is intended to introduce students to the field of public health; it is intended to be broadly accessible to all students and provide a practical understanding of the field.

PHA 120

Community Health Education & Promotion

Prerequisites: PSY 101

This course explores community health education and promotion including public health-specific communication, technical and professional writing, and the use of mass media and electronic technology.

PHA 138

Health and Wellness Aspects of Cannabis Use

This introductory course provides a foundational understanding of cannabis and its potential impact on health and well-being. Topics explored include the basics of cannabis science, historical context, and relevance in modern society, including responsible use and potential risks associated with cannabis.

PHA 350 (RIZE)

Health Services

Health Services - the means by which healthcare is provided - have a complex history and evolution which has fundamentally shaped their current form. Students will learn the modern history of healthcare in high, middle, and low-income countries and explore the evolution of healthcare services from the era of the village doctor to the present day. Students will also learn about the structure and function of modern-day healthcare services, both domestically and abroad, and build the skills needed to evaluate the strengths and weaknesses of particular systems and policies. Lastly, students will examine their ideal version of a health service as it pertains to current world events.

PHA 360 (RIZE)

Epidemiology

Epidemiology is the branch of medicine which deals with the incidence, distribution, and control of a disease. In this course, students will learn and apply key concepts of epidemiology to multiple domains of public health. Students will learn how to use epidemiology to better understand, characterize, and promote health at a population level.

PHA 470 (RIZE)

Demographics, Geo-Spatial Mapping, and Qualitative Research

This course provides students with a variety of tools for understanding the impact that disease or other Public Health concerns may have on a population. Students will learn how to design effective surveys, analyze geographic data, and use qualitative information with the ultimate goal of gaining a better understanding of how events may affect the health of a particular population. This course will also require students to participate in a mapathon in order to help them build understanding of how geographic data is used in the practice of Public Health.

PHA 490

Public Administration Capstone

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

Prerequisites: HCA 460

This course is designed as the culminating experience in the public health administration program. Its focus is on evaluating, integrating, and synthesizing knowledge, skills, and competencies of general education and public health administration courses.

COURSE DESCRIPTIONS

Peirce College New Student Orientation (PRC)

PRC 100

Student Success Seminar

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

This three-credit course will develop the academic and professional expertise of new students by focusing on study, note-taking, time management, research, computer, and critical thinking skills. Students will learn how to use the many resources of the college, from student support services and financial aid to career development services, from the online and on campus classroom and the Peirce library to career-specific student and professional organizations efficiently. This course will teach students how to acquire and develop lifelong learning skills by providing the tools and habits needed to achieve educational, career, and personal success. This course must be successfully completed within the first 14 weeks of enrollment.

PRC 101

Peirce College 101

Peirce College 101 is a one-credit orientation course.

This course is designed to help students who have transferred or returned to Peirce College with 15 or more credits adjust to college study and establish skills that will assist them in being successful at Peirce College. This course must be successfully completed within the first 14 weeks of enrollment. Students must earn a 'P' to pass this course.

Political Science (PSC)

PSC 101

Introduction to American Government

Investigate American government and politics, emphasizing constitutional development, political development, civil rights, political parties, pressure groups, and contemporary issues. Students will be introduced to the American federal government system by exploring foundational documents of the government, the three federal branches, the bureaucratic structure, and the political party and campaign systems of the United States. The course draws upon historical understanding of the development of the American political system to explain contemporary political issues.

PSC 103

Introduction to Comparative Government

Students will explore the diverse forms of government in several countries through weekly case studies. The course will examine governments from countries in Europe, Asia, and North America. Emphasis will be placed on developing an understanding of how a country's history and political institutions influence political processes and decisions. Connections will also be made between students' field of study and political issues in international governments.

Psychology (PSY)

PSY 101

Introduction to Psychology

Discover the basic principles and theories of psychology with an emphasis on application and understanding of this information as it relates to us as individuals, members of the workforce, and members of society. The course also identifies some of the key figures in the discipline and their approach to the subject.

COURSE DESCRIPTIONS

PSY 270

Abnormal Psychology

Prerequisite: PSY 101

This course introduces students to psychopathology, the scientific study of abnormal behavior, including diagnosis, epidemiology, etiology, and treatment. Students will be encouraged to think critically about the topics and draw from real life situations.

Science (SCI)

SCI 105

Exploring the Science of Life

This is a general biology course designed for the non-science major that explores life on earth from its smallest form, cells, to its largest form, population. Topics such as cells, genetics, evolution, diversity of life, and ecology will be introduced through the text as well as guided hands-on laboratory activities.

SCI 220

The Physical World

The course content is an overview of the interrelated systems of the earth including internal, surface, and external origins and actions. Because knowledge and understanding of our planet is critical to our social well-being and vital to our survival, the course provides experiences to enhance awareness of the scientific principles that influence our planet, its rocks, landforms, atmosphere, and water. This course is a meaningful, non-technical course promoting basic understanding of earth science principles and concepts.

SCI 240

Anatomy & Physiology I

A grade of C or above is required for all health majors.

An introduction to the structure and function of the human body, this course explores basic chemistry and biochemistry, cells, tissues, and membranes. The body systems examined in this course include the integumentary, muscular, central nervous, peripheral and autonomic nervous system, special senses, and the endocrine system.

SCI 250

Anatomy and Physiology II

A grade of C or above is required for all health majors.

Prerequisite: SCI 240

A continuation of SCI 240, topics examined include blood, heart, circulation and blood vessels, the lymphatic and immune systems, and infection control and standard precautions. The body systems examined in this course include the respiratory, digestive, urinary, and reproductive. Other topics explored include nutrition, genetics, and genetically linked diseases.

SCI 270

Pathophysiology

A grade of C or above is required for HIT, HIA, and Medical Coding Certificate students.

Prerequisites: HIT 101 and SCI 240 for HIT, HIA, and Medical Coding Certificate students.

SCI 240 and SCI 250 for all other majors.

This course examines foundational disease concepts, including the mechanisms of disease, neoplasms, inflammation, and infection. Common diseases and disorders by body system are explored with an emphasis

on common signs and symptoms, etiology, diagnosis, diagnostic tests, treatment, prevention, and the effects of aging. Other topics include genetics, childhood diseases, and mental health disorders.

SCI 330

Environmental Science
Prerequisite: ENG 103

Hot topics such as global warming, alternate energy sources, human population, and air pollution are covered in this course. Other topics such as environmental history, politics, and economics will be addressed. Students will be challenged to learn and discuss current environmental issues and to compare past issues and their impact on the environment that we live in and perceive in the present. What will the future of earth as an environment inhabited by the human race look like?

Supply Chain Management & Logistics (SCM)

Courses noted as RIZE are offered via Peirce's partnership with Rize, an education company seeking to expand career pathways for students. The partnership allows students to earn Peirce credit toward in-demand degree programs. Courses are designed by top academics and industry leaders, vetted by Peirce, and taught by faculty who are experts in the field.

SCM 301 (RIZE)

Forecasting and Logistics

This course provides a broad overview of the planning and execution of customer demand. It is divided into two parts: forecasting and logistics. In the first segment, we cover the three major building blocks of logistics networks: transportation, warehousing, and inventory. After completing this section, you will be able to differentiate the advantages and disadvantages of different modes of transportation. You will understand what goes into designing and setting up a warehousing facility. Finally, you will be able to discuss the development of logistic networks that minimize costs and deliver top customer service. In the second segment, we cover planning and forecasting. Matching supply and demand requires planning. You will master different forecasting techniques essential for building a sales and operations plan. At the completion of this section, you will have the tools and techniques to analyze demand data, construct different forecasting techniques, and discuss the most suitable one for projecting future demand.

SCM 320 (RIZE)

Sourcing and Operations
Prerequisite: SCM 301

This course provides an overview of sourcing and operations. It is divided into two parts. In the first part, students will learn the key components of sourcing: supplier selection, supplier segmentation, make vs buy decisions and supplier relationships. In the second part, students will learn both the Lean Inventory methodology and the Six Sigma methodology. This will allow them to improve supply chain operations. Students will have the opportunity to apply this knowledge to a product of their choosing. Lastly, the course will be supplemented by guest lecturers who have significant experience in supply chain management.

SCM 425 (RIZE)

Capstone
A grade of C or above is required in this course.
Prerequisites: All other courses in the certificate program must be completed

This course asks students to apply the skills they have learned in their business and supply chain management education to a series of challenges. In the first part, students solve challenges in logistics,

operations, planning, and sourcing faced by a fictional company. In the second part, students will be tasked with addressing a real supply chain problem, and will work in groups to produce a solution which will consist of a report and a presentation. In this capstone project, students will take on the role of supply chain consultants, redesigning the existing supply chain of a consumer products company with the goals of implementing lean inventory management, and using six sigma processes to improve efficiency and allow the company to bring new products to market more rapidly. At the end of the course, students will therefore have real world experience that they can show employers as part of a larger portfolio. Students will also have the opportunity to present their final projects to supply chain professionals, which will allow them to gain an understanding of how their knowledge will interact with the real world and will serve as a de-facto screening process for a coveted role within the industry.

Sociology (SOC)

SOC 101

General Sociology
Fundamental concepts of human relationships are explored, including class stratification and social mobility in America, the mass media, the family, religion, education, and global inequality. The course also focuses on how key sociological theories are applied.

SOC 240

Sociology of Behavior and Illness
Examine the relationship between social factors and health, interaction between practitioners and patients, and the impact of the healthcare delivery system on the individual's ability to adapt. The course will focus on how key sociological theories are applied to health, illness, and healthcare.

STUDENT POLICIES

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STUDENT RESPONSIBILITY

All students are responsible for familiarizing themselves with the College's academic policies and procedures (as well as the specific instructions of the person responsible for directing student academic and/or student social activities) including, but not limited to the following academic publications:

- Academic Calendar

- Schedule of Courses

- Undergraduate College Catalog including all student policies listed therein

If students have any questions about a particular policy or procedure, they should contact the Associate Dean, Student Support Services, at 215-670-9423 or via email at info@peirce.edu. We are here to help. Any changes in a student's educational schedule could have an effect on his or her academic or financial status. It is the student's responsibility to follow the appropriate academic policies and procedures when making or adjusting educational plans.

Students should contact their Academic Advisor and the Office of Student Financial Services before making any decisions about their studies at the College.

ACADEMIC HONESTY

Peirce College's reputation as an institution of higher learning is characterized by the high academic standards it has established for its students. The College expects students to display personal integrity as they approach their assignments and to complete these assignments in the spirit of academic honesty. The College considers acts of academic dishonesty to be serious violations of its Code of Student Conduct and Responsibility and will take action against students for violations of this policy (as well as against former students where the College learns of a violation after the student has graduated or ceases to be enrolled).

Any conduct or activity by a student that earns or improves a grade or receives any form of credit by fraudulent or dishonest means is considered an act of academic dishonesty and a violation. In addition, engaging in any conduct including the following examples in which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation. Examples of acts of academic dishonesty that are violations of the Code of Student Conduct and Responsibility include, but are not limited to, the following:

Artificial Intelligence
Using any form of artificial intelligence to alter, create, or solve any academic work including but not limited to research, papers, quizzes, tests, assignments, and discussion posts.

Third Party Tutoring/Paper Writing Services
Using a third-party tutoring service or any type of service, which provides answers or solutions for any assignment, quiz, or examination, in any course, without prior permission of the instructor of the course for which the work is submitted. Using a third-party paper writing service to write or rewrite a paper.

Contract Cheating
Using a third party to obtain academic work including but not limited to research, papers, quizzes, tests, and discussion posts. Sharing your past assignments with a third party, can lead to others using your work to contract cheat which makes you a party to contract cheating.

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Acquiring information

Obtaining research or answers related to any assigned work or examination from any source. Students must be the owner of all of their coursework. Working with another person or persons on any assignment or examination when not specifically permitted by the professor. Although studying together is allowable, students must maintain the integrity of their coursework. Students must seek permission from the instructor before working together on any coursework. Viewing the work of other students during any examination. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of any assigned coursework or examination without prior written permission from the professor. Submitting or presenting as one's own course work any examination, research paper, or other writing assignments prepared by others.

Providing information

Supplying answers or research information for any assigned work or examination (on behalf of yourself or another individual) when not specifically authorized by the professor to do so. Informing any person or persons of the contents of any examination prior to the time the examination is given.

Plagiarism

Incorporating the work or idea of another person into one's own work without formally and properly acknowledging, documenting, and citing the source of that work or idea. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources. Copying or improperly utilizing copyrighted computer programs or data files belonging to someone else. Copying another person's paper/work in whole or in part and handing it in as your own. Paying for and/or downloading from the Internet, all or any portion of a paper, presentation, graphics, or multimedia files and submitting them as your own. Copying words, graphics, or statistics directly from sources of information, such as web pages, magazine/newspaper articles, or books without properly acknowledging, documenting and citing the sources. Paraphrasing information (i.e., changing a few words) from sources, such as web pages, magazine/newspaper articles, or books without formally documenting the sources.

Reuse of Prior Materials: Submitting substantially the same work to satisfy requirements for one course that has been submitted to satisfy requirements for another course, without prior permission of the instructor of the course for which the work is being submitted.

Conspiracy

Agreeing or participating with one or more persons to commit any act of academic dishonesty.

Fabrication of information

Falsifying the results obtained from a research or laboratory experiment. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed. Substituting for another student to take an examination or to do any academic work or assignment for which academic credit will be received. Changing answers or grades after academic work has been returned to the student and claiming professor error. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the professor in that course, even if such technique would be acceptable in other courses.

Abuse of resource materials

Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, online resources, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign. Copying any data files or copyrighted computer program(s) for one's

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own personal use or the use of others. Copying without permission of the owner, or mutilating or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, books, articles, papers, dissertations, art, photography, or manuscript).

Peer-to-Peer File Sharing: Peer-to-peer file sharing is prohibited. This applies to College owned computers as well as personally owned computers that are using the College's network. Under the Acceptable Use Policy, the College's network connections may not be used to violate copyright laws.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

For violations regarding unauthorized use of computers systems and facilities (includes email, logins, or passwords), please refer to the Acceptable Usage of Computer Systems and Facilities policy, which appears in *SECTION III*.

Violations of this policy are subject to penalties as set forth in the Code of Student Conduct and Responsibility.

ACADEMIC GRIEVANCE

Students on occasion have academic grievances. It is incumbent upon the faculty, staff, and administration to treat students who have grievances with respect and courtesy. Students with grievances should follow the procedure stated in this policy in order to attempt a resolution of their grievances. Throughout the process, students are required to treat the faculty, staff, and administration with respect and courtesy.

Students who wish to appeal an academic dismissal should refer to the Academic Dismissal policy, which appears in *SECTION I*.

A student who has an academic grievance related to attendance, grades, assignments, or instructors must initiate the academic grievance procedure described below within 30 calendar days from the last date of class[1]. Grades are posted on the student portal at https://my.peirce.edu under the My Classes tab. A student's failure to view course grades does not exempt the student from the 30-day limit.

[1] *However, if a student has a complaint about unlawful discrimination, harassment, or retaliation, he or she is directed to follow the complaint procedure set forth in the College's Equal Opportunity policy in SECTION VII. If a student has*

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A student who has an academic grievance related to attendance, grades, assignments, or instructors must adhere to the following procedure:

A. Contact the instructor in writing, using the student Peirce College email to discuss the grievance. Only after the student has met with the instructor, either in person or by phone, may the student proceed to step B below.

B. Should this discussion not yield a resolution that is satisfactory to the student, the student has seven calendar days from the date of the instructor's decision to appeal to the designated Faculty Chair/Program Manager. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the instructor. Grievances related to Business, Information Technology, Health, Human Services, or Legal Studies courses may be directed to the designated Faculty Chair/Program Manager. Grievances related to General Education courses may be directed first to the Program Manager, General Education. If, after the Program Manager, General Education, has had the opportunity to render his/her opinion, the student is not satisfied with the resolution of the academic grievance, the student may appeal within seven calendar days from the date of the determination by the Program Manager, General Education, to the Dean, Information Technology and General Education.

C. If, after the Faculty Chair/Program Manager has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the academic grievance, the student may appeal within seven calendar days from the date of the determination by the Faculty Chair/Program Manager. Such a request must be made in writing to the Vice President, Academic Affairs and Provost, and must document the student's attempt to first resolve the grievance with the Faculty Chair/Program Manager. If no written request is submitted within the seven-day period, the decision of the Faculty Chair/Program Manager shall be final.

D. Upon a student's written request for a review, the Vice President, Academic Affairs and Provost, will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Academic Affairs and Provost, determines that a proper review was conducted, the decision of the Faculty Chair/Program Manager shall be final. The Vice President, Academic Affairs and Provost, may choose to affirm or alter the decision and, therefore, is responsible for the final decision.

A student who has a grievance concerning academic advising must initiate the procedure described below within 30 calendar days of the date that the student knew or reasonably should have known of the grounds of the alleged grievance.

A student with a grievance related to advising must adhere to the following procedure:

A. Contact his/her Academic Advisor to discuss the grievance. Only after the student has met with the Academic Advisor, either in person or by phone may the student move to the next step.

B. Should this meeting not yield a resolution that is satisfactory to the student, the student may appeal to the Dean, Academic Advising and Registrar. Students must appeal, in writing, using the student Peirce College email, within seven calendar days from the date of the determination by the Academic Advisor. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Academic Advisor.

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a complaint about student disability services, the student is directed to follow the complaint procedure set forth in the Student Disability Services policy set forth in SECTION I.

C. Should the matter not be resolved with the aid of the Dean, Academic Advising and Registrar, the student may appeal to the Vice President, Enrollment Management and Student Services. Students must appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Dean, Academic Advising and Registrar.

D. If, after the Vice President, Enrollment Management and Student Services, has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student may appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar, by submitting a written request to the Vice President, Enrollment Management and Student Services, for review. If no written request is submitted within the seven-day period, the decision of the Dean, Academic Advising and Registrar, shall be final.

E. Upon a student's written request for a review, the Vice President, Enrollment Management and Student Services, will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was conducted, the decision of the Dean, Academic Advising and Registrar, shall be final. The Vice President, Enrollment Management and Student Services, may choose to affirm or alter the decision and, therefore, is responsible for the final decision.

ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Academic Progress

It is important to Peirce College that students advance successfully toward their educational goals. To that end, students must maintain a term 2.0 GPA to demonstrate academic progress towards the completion of their degree or certificate program. A term is defined as the 15-week period of time (fall, spring) and 14-week period of time (summer). Both full-time and part-time students must demonstrate academic progress.

Academic Probation

Academic probation is a means of informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on academic probation when their records indicate that normal progress toward a degree is in jeopardy. Probation should be interpreted as a serious warning to improve the quality of academic work. If, after completion of a term (fall, spring, and summer), a student does not demonstrate academic progress as described in the guidelines below, the student shall be placed on academic probation. A student placed on academic probation has the next enrolled term (fall, spring, and summer) in which to improve his/her term GPA to 2.0. When a student has been placed on academic probation, a notation of such probation shall be placed on the student's permanent record. Students with fewer than 15 credits attempted will not be placed on academic probation.

Although academic probation is not determined for students with fewer than 15 credits attempted, academic standing is still monitored. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing. The Associate Dean, Student Support Services, will email each student placed on academic probation a letter about the student's probationary status to their Peirce College email address. Non-receipt of the email by the student does not exempt the student from probationary status. A student on academic probation may be restricted to 12 credits per term (fall, spring, and summer).

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Academic Dismissal

A student placed on academic probation who does not improve his/her GPA to at least 2.0 in the next enrolled term (fall, spring, and summer) according to the guidelines above will be academically dismissed from Peirce College. Students who fall below a 2.0 GPA for any term are considered to be in poor academic standing.

The Associate Dean, Student Support Services, will send each student who is academically dismissed an email documenting the action taken and stating the reason for dismissal to their Peirce College email address. Non-receipt of the email by the student does not exempt the student from dismissed status. The status is effective for one calendar year from the date of dismissal. A one-time reinstatement of the student may be requested in writing to the Associate Dean, Student Support Services, no sooner than one year after the date of dismissal.

Academic dismissal may be appealed in writing to the Associate Dean, Student Support Services, within ten calendar days of notification. Students will receive written notification of the decision made by the Associate Dean, Student Support Services. The decision made by the Associate Dean, Student Support Services, shall be final. When a student has been academically dismissed from Peirce College, a notation of such dismissal shall be placed on the student's permanent record. Satisfactory academic progress (SAP) for financial aid purposes may differ from these policies. Please refer to the SAP information under *SECTION VIII* for specific requirements.

ACADEMIC STANDING

Dean's List

Dean's List honors will be calculated and awarded to students at the completion of each term (fall, spring, and summer). Students who have earned 6 or more GPA credit hours during a term (fall, spring, and summer) and earned a term grade point average (GPA) of 3.700 to 3.999 will be awarded the distinction of being placed on the Dean's List. A letter from the Dean, Academic Advising and Registrar is sent to each student receiving the honor.

President's List

President's List honors will be calculated and awarded to students at the completion of each term (fall, spring, and summer). Students who have earned 6 or more GPA credit hours during a term (fall, spring, and summer) and earned a term GPA of 4.0 will be awarded the distinction of being placed on the President's List. A letter from the President of Peirce College is sent to each student receiving this honor.

Acknowledgement of Academic Achievement

Academic Achievement recognition will be calculated and awarded to students at the completion of each term (fall, spring, and summer). Students who have earned 6 or more GPA credit hours during a term (fall, spring, and summer) and earned a term GPA of 3.50 to 3.69 will be recognized for their academic achievement. A letter from the Dean, of Academic Advising and Registrar is sent to each student receiving this recognition.

ATTENDANCE AND PARTICIPATION

Students are expected to contribute to the learning environment of their courses and fulfill their academic responsibilities through active participation and engagement in the learning process.

Students should check the syllabus to determine the specific participation standards for each course. Students who do not meet the attendance and participation standards may receive a lower grade and/or

lose financial aid funding. Students are reminded that final grades are determined by the performance of course requirements, including attendance and participation.

Solely logging into an online course does not demonstrate academic attendance and/or participation. Attendance in online courses, or a week in a course where the student opts to attend online, is determined by the student's participation in the course. Participation in online courses may include the following academic activities: attending a synchronous session, initiating contact with a faculty member to ask a course-related question, submitting an assignment, taking an exam, contributing to threaded discussions, or participating in a chat.

Peirce College is committed to creating a safe and secure virtual learning environment for students, faculty, and staff. Students who fail to identify themselves on admission to a live synchronous session may be dismissed from the session by the Instructor.

Given the learning environment of online courses, even when a student is not absent in the traditional sense, it is the student's responsibility to contact the professor regarding situations that may prevent the student from fully participating as required. The student is responsible for making up missed assignments when the instructor permits.

Students who stop participating and/or attending courses may be considered unofficially withdrawn and, therefore, subject to the Return to Title IV Calculation (R2T4). For more information, please review the Drop/Add, Withdrawal, and Unofficial Withdrawal policies in SECTION I.

Students who are receiving educational benefits through the Department of Veterans Affairs and are expecting to receive full housing benefits/tuition assistance are required to attend Peirce Fit classes on campus for the entire period for which the assistance is awarded. To comply with the Department of Defense policy, any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch must be returned. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. For information regarding when a military priority arises and your attendance may be impacted, see the Military Personnel policy in SECTION I. VA students enrolled under any other Chapter are eligible to participate in the Peirce Fit delivery, on campus and/or online. For an explanation of military benefits, contact your Admissions or Academic Advisor.

15-week Course Withdraw submitted	
Withdraw Period	% Returned
Before or during weeks 1-2	100% return
During weeks 3-4	90% return
During weeks 5-6	75% return
During weeks 7-8	50% return
During weeks 9	40% return (60% of course is completed)
During weeks 10-15	0% return
8-week Course Withdraw submitted	
Withdraw Period	% Returned
Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of course is completed)
During week 6-8	0% return

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Undergraduate International students, who are on an F-1 Visa, are required to attend full-time (12 credits) in fall and spring terms. International students are required to attend and participate fully on campus for 3 out of 4 courses taken per term. In the summer term, International students may attend classes online and/or on campus.

BOOKSTORE

Peirce College uses an online bookstore called eCampus. Students will login to **Peirce College OneLogin** to order your books. Please log in with your Peirce username and password.

•   At the OneLogin Dashboard, click on the eCampus icon.
•   A browser tab will appear on your Book Store Account page.

If you have any questions regarding your book advance, awards or financial aid in general, please feel free to contact the Office of Student Financial Services at 215.670.9600 or sfs@peirce.edu.

If you need further technical assistance, please contact the Service Center at 215-670-9400 or email servicecenter@peirce.edu

CAREER & PROFESSIONAL DEVELOPMENT AND COOPERATIVE EDUCATION

Center for Career & Professional Development

A career counseling session is a vital component of the academic experience and is strongly encouraged when students enroll. Through career planning, developing job search strategy, resume revision and interviewing skills, students can leverage their past work experience and academic proficiency for career success. By meeting with a member of the Career Center team, students learn about career-based tools, services, and resources that can support them in converting classroom experience into career progression. Career-related information can also be found online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, at https://my.peirce.edu under the Student Services tab and through Canvas at peirce.edu/goCareer.

Peirce College's Center for Career & Professional Development offers individualized guidance and support for career exploration, development, and access. Students receive assistance with career-based needs including resume and cover letter writing, mock interviews, graduate school applications, salary negotiations, and effective job searching. The Career Center also presents events and activities that facilitate professional growth throughout students' careers; programs cover topics ranging from networking and professional presentations to business etiquette, and management tactics for new leaders. For those seeking career opportunities, the Career Center hosts an annual career fair and maintains an online job board, Handshake (hire.peirce.edu), to connect students and alumni with job and internship opportunities. Finally, for students who are undecided about their career path, the Center for Career & Professional Development administers career interest inventories and provides one-on-one counseling appointments to help students clearly understand and align their career values and goals.

The Career Center provides all programs and services at no cost to students and alumni. Students who are seeking full-time or part-time employment, internships, or cooperative education opportunities, as well as those interested in continuing their education beyond a bachelor's degree are encouraged to meet with counselors to explore programs, identify potential resources, and develop action plans. Both students and alumni should contact the Career Center to set up appointments and to find out about available

workshops and programs. The team can be reached at 215-670-9202 or careercenter@peirce.edu or https://calendly.com/peircecareerservices .

Cooperative Work Experience (Co-op)
Cooperative Work Experience (Co-op) enhances classroom theory with real-life experience. An optional component for most of Peirce's academic programs, Co-op enables degree-seeking students to gain practical, first-hand experience in jobs related to their career interests and academic disciplines while gaining college credit for their work. Peirce is a strong proponent of Co-op and recommends that students take advantage of this learning experience.
Co-ops are scheduled for 15 weeks and start in January, May, and August.

Co-ops are designed for students who:

- Have an overall minimum GPA of 2.5

- Have completed 22 credits toward a certificate, 30 credits toward an associate degree, or 90 credits toward a bachelor's degree

- Can commit to a minimum of 135 hours of work at their Co-op location

- Have completed either the Pre-Cooperative Workshop, which is a no-cost, 7-week, online course that prepares students for the Co-op experience, or the Co-op Portfolio Project

For students who opt to participate in Co-op, the Center for Career & Professional Development provides assistance in identifying potential options (though students are ultimately responsible for securing their Co-op location). Once students have secured a Co-op opportunity, they are assigned a faculty Co-op advisor who oversees the Co-op experience.

For more information, please contact the Career Center at 215-670-9202 or careercenter@peirce.edu.

CODE OF STUDENT CONDUCT AND RESPONSIBILITY

All students enrolled at Peirce College are expected to give prompt and thorough attention to their academic responsibilities, to extend courtesy and respect to the faculty and employees of the College, and to respect their fellow students. In addition, each student is responsible for his/her own actions and for ensuring that his/her personal conduct while on the College premises[2], including participating in synchronous learning and attending online College events, complies with the standards established by the College. This Code of Student Conduct and Responsibility has been developed to promote student growth, to provide students with due process, and to uphold the College's educational mission and standards.

All students are expected to familiarize themselves with this Code of Student Conduct and Responsibility. Unfamiliarity with this Code does not excuse infractions.

All students who violate the Code of Student Conduct and Responsibility fall within the jurisdiction of the Student Disciplinary System, details of which are set forth below.

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[2] *The premises of the College **includes** all buildings within which the College provides educational and related student and alumni services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the campus and surrounding grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.*

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Peirce College expects the following conduct of all students and alumni:

- Conduct yourself at all times in a manner that displays respect and courtesy for all members of the College community.

- Act with honesty and integrity as you approach your academic responsibilities and prepare your assignments.

- Treat all students, alumni, faculty, and staff, as well as visitors to the College without regard to age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

- Be positive and creative in your approach to resolving problems.

- Report for class free from the influence of drugs or alcohol.

- Report any person to faculty or staff any person who you know to possess any type of firearms, weapons of any type either purchased or man-made, fireworks or explosive devices while on campus.

- Provide appropriate notice of an unavoidable absence from or lateness in reporting for class or inability to participate in class fully.

- Complete and submit your course assignments on time.

- Perform your scholastic responsibilities and undertake your studies in a prudent and thorough manner.

- Handle with care the property and equipment of the College to prevent its damage, loss, misuse, or theft.

- Report to any college official accidents, injuries (whether your own, another student's, an employee's, or a visitor's), fire, theft, and other unusual incidents immediately after occurrence or discovery.

- Follow all student and academic policies, rules, and procedures established by the College that are applicable to you as a student as well as the specific instructions of the person responsible for directing your academic and/or student social activities.

- Refrain from using for personal, non-academic reasons the property and supplies of the College.

- Peirce College photo identification cards are to be displayed at all times.

- Provide complete and honest information in connection with all student and academic records.

- Refrain from manipulating, falsifying, or misrepresenting your educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records to others, both within the College community and outside the College community.

- Refrain from accessing, viewing, printing, imputing, deleting, or changing any records, including your own educational records (academic or otherwise) or those regarding any other student(s) or concerning Peirce College employee records (whether in written, electronic, or some other form) without proper authorization from the College.

- Ensure at all times that your conduct is consistent with the standards for student conduct established by Peirce College. Peirce College considers these expectations to be the general standards that govern the conduct of its students. Your failure to meet these expectations may result in counseling or, in cases of serious misconduct, formal disciplinary action up to and including expulsion from the College. A discussion of Peirce College's Student Disciplinary System is found later in this section of the Catalog.

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Initiating Proceedings for Violation of Code of Student Conduct and Responsibility

Any student, faculty member, staff member, administrator, individual member, of the College community or any group within the College may report a suspected violation of the Code of Student Conduct and Responsibility. Such complaints must be made in writing to the Associate Dean, Student Support Services. After a preliminary investigation, the Associate Dean, Student Support Services, shall determine if there is sufficient information to bring charges against a student. Disciplinary proceedings are initiated by the Associate Dean, Student Support Services, by transmitting a formal charge letter to the student(s), setting forth the charges. Proceedings related to non-academic violations may be initiated at any point during a student's career at the College. There is no time limit on proceedings related to academic dishonesty, which may be initiated even after a student has graduated or ceases to be enrolled.

Relationships with Civil Authorities

Because the College has an interest in preventing inappropriate behavior independent from that of civil or criminal authorities, the College reserves the right to proceed with disciplinary proceedings regardless of possible or pending civil claims or criminal charges arising out of the same or other events. When the College has jurisdiction in a matter subject to the Code of Student Conduct and Responsibility, it also has the right to report the matter, whenever appropriate, to civil or criminal authorities. While off-campus misconduct will not normally be the basis for disciplinary action, where the College has an identifiable interest separate from that of the off-campus community, such conduct may be subject to disciplinary action and review by the College.

Policies and Offenses Covered by the Code of Student Conduct and Responsibility

Students who know and uphold the standards established by Peirce College for scholastic performance and appropriate student conduct will find their experience at the College rewarding and valuable toward satisfying their personal academic and career goals. Unfortunately, there are times when a student may fail to perform or to conduct him/herself in a manner that is consistent with the College's guidelines and expectations.

In cases of misconduct, Peirce College reserves the right to discipline any student responsible for such behavior. Examples of misconduct covered by the Code of Student Conduct and Responsibility and subject to review and enforcement through the Student Disciplinary System include, but are not limited to the following:

- Violating the provisions of Peirce College's Code of Student Conduct and Responsibility or the provisions of any published policy or procedure or regulation of the College, including, but not limited to the policies set forth in this Catalog, including without limitation the policies entitled Equal Opportunity, Academic Honesty, Acceptable Usage of Computer Systems and Facilities, Alcohol and Illegal Drugs and Non-Violence.

- Intentionally engaging in behavior that disrupts or obstructs the instruction of students, any College-sponsored or supervised student activities, and/or the management and business affairs of the College.

- Verbally or physically abusing any person, including but not limited to students, faculty, staff, administrators, contractors, and guests while on College premises, at a College-sponsored, or College-supervised function. This includes participating in a virtual program or synchronous learning session.

- Stealing property that belongs to the College, any student, employee, contractor, guests, or any other person doing business with and/or associated with Peirce College.

- Failing to comply with directions given by any employee of the College who is engaged in performing his or her official duties.

- Engaging in other serious misconduct as determined in the sole discretion of the College.

- Committing or threatening to commit an act of violence against any member of the College community (including any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with or associated with the College).

Disciplinary Penalties for Violations of the Code of Student Conduct and Responsibility

Students found guilty of a violation of this Code of Student Conduct and Responsibility will be penalized based on the nature and extent of the violation. In addition, some types of violations are so serious that, if engaged in, the College will almost always give a sanction of disciplinary dismissal/expulsion even where the student had not previously received any other lesser disciplinary sanction.

Violations Involving Academic Dishonesty

Students who engage in any form of academic dishonesty, including any student who assists another student in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation. For violations against the Policy on Academic Honesty, the College will impose, but not be limited to, one or more of the following penalties:

- The student shall be given a verbal and written warning.

- The student shall be given a grade of zero for the assignment, test, or paper that is the subject of an incident of academic dishonesty.

- The student shall be given a failing grade for the course.

- The student shall be expelled from the College and will not be eligible for readmittance.

- Dismissal from leadership positions and/or honor societies related to the College

- Prohibited from participating in the College's commencement ceremony and/or related activities.

In the event a student receives any of these penalties, a notation of the violation shall be placed in the student's file in the Office of the Associate Dean, Student Support Services.

Violations Not Involving Academic Dishonesty

If students are found to have violated the Code of Student Conduct and Responsibility for any reason other than academic dishonesty, the College will impose, not be limited to, one or more of the following penalties:

- The student is given a disciplinary warning and may be required to participate in support services, counseling, and/or workshops.

- The student is placed on disciplinary probation. Under this level, the student may be dismissed from leadership positions and/or honor societies related to the College and/or being prohibited from participating in the College's commencement ceremony and/or related activities. In addition, other sanctions may be given, including without limitation, monetary penalty, mandatory counseling, community work, required educational programming, or such other sanctions as the College deems appropriate.

- The student shall be expelled from the College and will not be eligible for re-admittance.

Based on the nature of the offense, the College reserves the right to assign the appropriate disciplinary actions. Depending on the alleged offense, students may be placed on temporary college suspension. During this suspension, students will not be allowed on campus for any reason however, the student may be allowed to attend classes online (if applicable) while the Code of Conduct Violation is being investigated. Students who have had more than one Code of Conduct Violation, may be subject to more severe sanctions up to and including expulsion with each repeated offense.

Students should also be aware that their conduct may result in the College reporting incidents to police or other law enforcement authorities and the initiation of legal action. In the event a student receives a sanction of disciplinary probation, suspension, or disciplinary dismissal/expulsion, a notation of such probation or dismissal shall be placed in the student's files in the Office of the Registrar and the Office of the Associate Dean, Student Support Services.

In addition, with respect to a violation of the Non-Violence policy, any weapon found on College owned or leased property will be confiscated and turned over to the local law enforcement. Any student found to be in possession of a weapon or fireworks and explosive devices while on the College premises (which includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College) or while participating in any off-campus College activity or event may be immediately suspended from the College at the discretion of the Associate Dean, Student Support Services, and may remain suspended until the matter has been investigated.

Other Sanctions

Additional sanctions may be imposed to cover specific conditions or situations including, but not limited to, restitution or replacement of lost, damaged, or stolen property; payment for damage or personal injury; suspension of privileges to participate in any College-sponsored activity; suspension of eligibility to use certain College facilities; prohibition from participating in commencement ceremony and/or related events; referral to drug abuse or alcohol counseling; or periodic meetings with the Associate Dean, Student Support Services, or a counselor.

Structure of the Student Disciplinary System

The goal of the following procedures and structure is to promote fundamental fairness and to protect students from arbitrary or capricious disciplinary action and will be adhered to as faithfully as possible. However, if circumstances dictate variation from these procedures and structure, the variation will not invalidate a decision unless the circumstances prevented a fair hearing.

The Associate Dean, Student Support Services,[3] shall have the following duties and responsibilities with regard to the Student Disciplinary System:

- Coordinate all aspects of the College's disciplinary system, including informing students of charges lodged against them, investigating charges, and undertaking such other activities as may be necessary to implement the provisions of the Student Disciplinary System.

- Coordinate the gathering of all facts regarding a violation of the Code of Student Conduct.

- Conduct interviews with students charged with a violation of the Code of Student Conduct; the Associate Dean, Student Support Services, will provide students who have been charged an opportunity to discuss the matter.

- Determine student accountability for violations of the Code of Student Conduct in a manner that ensures fundamental fairness and to assign sanctions in cases where guilt is determined.

- Advise students charged with a violation of the Code of Student Conduct of their appeal options.

- Maintain disciplinary records in accordance with the College's policy on retention of student records and with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as

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[3] *References to the "Associate Dean, Student Support Services" throughout this policy also includes his or her designee, where the Associate Dean, Student Support Services is either unavailable or believes it is appropriate to excuse himself/herself for conflict reasons.*

amended. For related information on FERPA, please refer to the FERPA policy, which appears in *SECTION IX*.

Disciplinary Procedures

Students charged with a violation of this Code of Student Conduct shall be presumed to be innocent of all charges until their guilt has been determined on the basis of an admission of guilt or on the basis of evidence properly submitted. The following procedures have been established to ensure fundamental fairness in disciplinary proceedings. Accused students shall be provided the following:

- A written notice of the alleged charges against them. If additional charges are brought, a further written notice will be sent. These notices are sent via first class as well as certified mail. It shall be considered proper notice if the notice is forwarded to the last known home address on record in the Office of the Registrar.

- An interview with the Associate Dean, Student Support Services, in which the student is (1) fully informed of the charges lodged against him/her and of the procedures under the Student Disciplinary System and (2) given an opportunity to discuss the matter.

- The opportunity to review all available information and documents gathered during the preliminary investigation and to provide a statement, other information, or a list of individuals who may provide information on the student's behalf.

- A forum to present relevant information on his or her own behalf. Such relevant information may take the form of witness statements or witness testimony.

- The right to refuse to answer any question or make any statement; in this situation, the Associate Dean, Student Support Services, shall make the decision solely on the basis of the evidence presented.

- A decision based upon the preponderance of evidence presented. The decision shall take into consideration the severity of and conditions under which the alleged misconduct/violation of policy occurred; whether the alleged misconduct/violation of policy involved more than one rule or standard of conduct; the credibility of each of the witnesses or witness statements; and any other evidence the Associate Dean, Student Support Services, deems relevant in his or her sole discretion.

Evidence is admissible, at the sole discretion of the Associate Dean, Student Support Services, when it is shown to be relevant to the factual issues of the case. Evidence obtained by a search of a student's person or property by an authorized administrator (such as the Associate Dean, Student Support Services, or a Security Officer) shall be admissible where the College official has reasonable cause to believe both that the Code of Student Conduct and Responsibility had been violated and that this particular piece of evidence of the violation was present.

Only after a decision of guilt is reached will information concerning an accused student's past disciplinary record be considered in determining appropriate sanctions.

All interviews or meetings conducted by the Associate Dean, Student Support Services, during the course of his/her investigation shall be closed to the public. Witnesses who are called to testify shall not be permitted to attend any other interview or meeting except that in which they themselves testify. If the report of alleged misconduct/policy violation involves more than one student, the students involved may request that their matter be handled separately from the other students. The Associate Dean, Student Support Services, shall determine whether separate investigations are warranted.

After the Associate Dean, Student Support Services, has completed his/her investigation, accused students are entitled to written notification by certified mail of the decision within three business days of the rendering the decision.

I. ACADEMIC

Right of Appeal

Students found guilty have seven calendar days from the date of the decision letter to submit a written request to the Dean, Academic Advising and Registrar, for an appeal, setting forth the basis of the appeal and any substantiating material. If no written request is submitted within the seven-day period, the decision of the Associate Dean, Student Support Services, shall be final.

Students found guilty may request an appeal to the Dean, Academic Advising and Registrar, on the grounds that: (1) information that was not available at the time of the hearing has become available and could reasonably be expected to have altered the outcome of the case; (2) the College's disciplinary system was violated in a way that adversely affected the outcome of the case; or (3) the sanction was unduly harsh and not justifiable. The Dean, Academic Advising and Registrar, shall have the discretion to grant written requests for appeal by students found guilty by the Associate Dean, Student Support Services. If the Dean, Academic Advising and Registrar, denies a written request for appeal, the decision of the Associate Dean, Student Support Services, is final. If the Dean, Academic Advising and Registrar, determines that a student's request for appeal has merit, the Dean, Academic Advising and Registrar, shall hear the appeal and render a decision. Dean, Academic Advising and Registrar, shall provide the student with written notice of his/her determination within three business days of rendering his/her decision.

Except as provided in the next paragraph, the decision of the Dean, Academic Advising and Registrar, shall be final.

In cases where the sanction imposed is expulsion from the College, the student shall have the right within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar, to submit a written request to the Vice President, Enrollment Management and Student Services, for review of the disciplinary procedures followed.

If no written request is submitted within the seven-day period, the decision of the Dean, Academic Advising and Registrar, shall be final. If a proper written request is received, the Vice President, Enrollment Management and Student Services, will confirm that the Associate Dean, Student Support Services, and the Dean, Academic Advising and Registrar, conducted a proper review of the matter. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was conducted, the decision of the Dean, Academic Advising and Registrar, shall be final. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was not conducted, the Vice President, Enrollment Management and Student Services, shall conduct such additional review as he or she feels, in his or her sole discretion, is necessary to render a decision. The Vice President, Enrollment Management and Student Services, may choose to affirm or alter the decision of the Dean, Academic Advising and Registrar, and, therefore, is responsible for the final decision. Except under emergency situations as set forth below, until accused students have exhausted their appeal rights, their status at the College shall not be affected. However, as noted below, students who are being investigated for a violation of the College's Code of Conduct, are in the process of appealing a charge that they violated the Code of Conduct or have been found to be in violation of the College's Code of Conduct may be prohibited from participating in the commencement ceremony. In cases alleging malicious or violent acts, a student may be prohibited from attending classes or other College-sponsored events pending the outcome of the investigation.

Emergency Situations/Interim Suspension

Because situations may arise that may not be fully covered by this Code, the Associate Dean, Student Support Services, is granted the sole discretion to exercise good judgment in emergency situations. Toward that end, the Associate Dean, Student Support Services, shall have the authority in emergency

situations to issue temporary rules and regulations to prohibit student conduct including, but not limited to, suspending a student's right to be present on the College's premises, including attending classes during synchronous sessions on virtual events/services sponsored by the College, pending further disciplinary proceedings when a student's presence is deemed by the College to be a threat to order, health, safety, or the College's educational mission. These determinations shall be made on the basis of evidence presented to the Associate Dean, Student Support Services. The premises of the College include all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surrounding grounds and parking areas adjacent to these buildings, and vehicles owned or leased by Peirce College.

Subject to the emergency nature of the situation and where reasonably possible, the Associate Dean, Student Support Services, will provide the student with an opportunity to be heard before a decision is made to impose an interim suspension or conditions on the student's attendance. Where feasible, the Associate Dean, Student Support Services, may expedite the investigation of a charge against a student against whom an interim suspension or conditions of attendance are imposed.

COMMENCEMENT CEREMONY

Although degrees are conferred three times per year in August, December, and May, the commencement ceremony is held once a year in June. All candidates for graduation must complete an Application for Graduation, pay the graduation fee at time of application, and apply for graduation online at: https://my.peirce.edu under the My Classes tab. Failure to complete this form in a timely manner may preclude a student from participating in the ceremony and graduating within a student's desired timeframe. Degrees will not be conferred retroactively. Students who have met all academic and financial obligations, but who have not applied for graduation will have their degrees conferred during the next conferral period. To participate in Commencement, all degree and/or certificate Program Requirements & Electives must be satisfied. For more information, please review the Degree and Certificate Program Requirements & Electives for Graduation policy.

All students must pay a graduation fee.
The graduation fee helps subsidize the cost of the commencement ceremony, the diploma, and the postage associated with the mailing of the diploma. This fee does not include the cost of the cap and gown for the commencement ceremony. The graduation fee must be paid whether or not a student participates in commencement.

All financial obligations to the College must be met in order to participate in the commencement ceremony. Students who have not met financial obligations and/or have not completed required coursework will not be permitted to participate in the ceremony and will not be able to receive their diploma. In addition, students who are being investigated for a violation of the College's Code of Conduct or have been found to be in violation of the College's Code of Conduct may be prohibited from participating in the ceremony.

COURSE AUDITING

Students or alumni may audit courses for the purpose of reviewing course content. Grades will not be provided and credit will not be granted for audited courses. Audited courses may not be applied to course requirements for degree programs. Financial aid will not be applied to the cost of audited courses. Class space must be available and audit fees must be paid in advance in order for students or alumni to audit a course. The Course Audit Application must be completed by the student or alumni and approved by the Dean, Academic Advising and Registrar. Students or alumni have seven calendar days from the start

date of a course to drop or add an audited course. Refund schedules from the College's drop/add and withdrawal policies will be applied to audited courses.

Students or alumni who wish to audit a course in which they have not previously received credit must pay full tuition for the requested course. Although, in these cases, full tuition is required, grades will not be provided, credit will not be granted, and the course may not be applied to fulfill degree requirements. Students seeking to audit a course in which transfer credit was earned may do so only if they are enrolled in additional courses at the College. Alumni who have received a Bachelor of Science degree in Paralegal Studies or a Post-Baccalaureate certificate in Paralegal Studies, are eligible to audit a Paralegal Studies course. Grades will not be provided and credit will not be granted for audited courses. Financial aid will not be applied to the cost of audited courses. Class space must be available and audit fees must be paid in advance in order for a Bachelor of Science degree in Paralegal Studies or a Post-Baccalaureate certificate in Paralegal Studies alumni to audit a Paralegal Studies course. The Course Audit application must be completed by the alumni and approved by the Dean, Academic Advising and Registrar. Alumni have seven calendar days from the start date of a course to drop or add an audited course. Refund schedules from the College's drop/add and withdrawal policies will be applied to audited courses.

DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS FOR GRADUATION

The College offers degree and certificate programs in Accounting, Business Administration, Criminal Justice Studies, Client Services, Cloud Computing, Cybersecurity, Diversity, Equity, Inclusion & Belonging, Financial Operations, General Studies, Healthcare Administration, Health Information Administration, Health Information Technology, Human Resource Management, Human Services Leadership, Information Technology, IT Support, Liberal Studies, Medical Billing, Medical Coding, Organizational Leadership and Management, Leadership Development, Paralegal Studies, Project Management Administration, Public Health Administration, Quality Service Management, Supply Chain Management & Logistics, and Technology Management. For more information about these programs, students should contact their Admissions Advisor or Academic Advisor.

For programs that offer this option, students may complete more than one concentration or track within a degree program; however, only one degree will be conferred. Students are encouraged to speak with their Academic Advisor before making the decision to complete more than one concentration or track within a degree program. Only the title of the earned degree or certificate program will appear on the diploma. A concentration or track within a particular degree does not appear on the diploma. The official transcript lists the degree program and concentration/track and/or certificate awarded.

For Bachelor's Degree Students

To qualify for graduation from Peirce with a bachelor's degree and to be eligible for participation in the commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.

- Maintain a cumulative grade point average of at least a 2.0.

- Successfully complete the program requirements and electives.

- Successfully complete general education requirements.

- Meet all financial obligations to the College.

- Otherwise, be in compliance with the College's policies and procedures including without limitation the Code of Student Conduct and Responsibility and the other policies and procedures contained in this policy section of the Undergraduate College Catalog.

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For Associate Degree Students

To qualify for graduation from Peirce with an associate degree and to be eligible for participation in the commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that program.

- Maintain a cumulative grade point average of at least a 2.0.

- Successfully complete the program requirements and electives

- Successfully complete general education requirements.

- Meet all financial obligations to the College.

- Otherwise, be in compliance with the College's policies and procedures, including without limitation the Code of Student Conduct and Responsibility and the other policies and procedures contained in this student policy section of the Undergraduate College Catalog.

For Certificate Students

To qualify for graduation from Peirce with a certificate and to be eligible for participation in the commencement ceremony, students must fulfill the following requirements:

- Successfully complete the total number of credits required for that certificate.

- Maintain a cumulative grade point average of at least 2.0.

- Successfully complete the program requirements and electives.

- Meet all financial obligations to the College.

- Otherwise, be in compliance with the College's policies and procedures, including without limitation the Code of Student Conduct and Responsibility and the other policies and procedures contained in this Undergraduate College Catalog.

Criteria for Awarding Posthumous Degrees

In certain rare instances, Peirce College may award a posthumous degree. In such cases, students who have earned a minimum of 45 credits toward an associate degree or 90 credits toward a bachelor's degree and have been in good standing at the time of their death may be eligible to receive a posthumous degree. Each request will be carefully reviewed by the Vice President, Academic Affairs and Provost. After approval, the posthumous degree will be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

DISABILITY SERVICES

In its commitment to ensuring that no otherwise qualified student with a disability is subjected to unlawful discrimination in the context of his/her educational experience, Peirce College makes certain that students with disabilities are provided equal access to educational and career development programs and/or student activities. Consequently, the College will make, on behalf of qualified students with learning and physical disabilities of which the College is aware, reasonable accommodations that do not impose undue hardships on the College. If a student believes he/she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, please contact the Student Disability Services Coordinator. All information associated with a disclosure of this nature is confidential, and the College will communicate this information to others only on a need-to-know basis.

I. ACADEMIC

Grievance Procedure

A student who has a grievance concerning disability services that have been requested or are being provided must initiate the procedure described below within 30 calendar days of the alleged occurrence. A student with a grievance related to disability services that have been requested or are being provided must adhere to the following procedure:

A. Contact the Student Disability Coordinator to discuss the grievance. Any person(s) acting on behalf of the student may file a grievance with the Student Disability Services Coordinator. Only after the student has met with the Student Disability Services Coordinator, either in person or by phone, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to both the student and the Student Disability Services Coordinator, the student or person(s) acting on behalf of the student may appeal to the Associate Dean, Student Support Services. Students must appeal within seven calendar days from the date of the determination by the Student Disability Services Coordinator. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Student Disability Services Coordinator.

C. Should the matter not be resolved with the aid of the Associate Dean, Student Support Services, the student or person(s) acting on behalf of the disabled student may appeal to the Vice President, Enrollment Management and Student Services. Students must appeal within seven calendar days from the date of the determination by the Associate Dean, Student Support Services. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Associate Dean, Student Support Services.

D. Upon a student's written request for a review, the Vice President, Enrollment Management and Student Services, will confirm that a proper review of the grievance was conducted. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was conducted, the decision of the Associate Dean, Student Support Services, shall be final. The Vice President, Enrollment Management and Student Services, may choose to affirm or alter the decision and, therefore, is responsible for the final decision.

Accessibility Statement

Peirce College is committed to providing reasonable accommodations for an accessible campus to include but not limited to gender neutral restrooms.

DROP/ADD

Students are strongly encouraged to discuss with their Academic Advisor and Student Financial Services any changes to their academic plan. Drop/Add requests can be submitted online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, at https://my.peirce.edu under the My Classes tab. Students requesting to drop/add must adhere to the following policies:

Drop

For exact dates, please consult the academic calendar, which may be found at online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, at https://my.peirce.edu under the My Classes tab.

The student is responsible for initiating the drop process with his/her Academic Advisor. Students should discuss the academic consequences of dropping a course with their Academic Advisor. Students should discuss the financial ramifications of dropping a course with their Financial Aid Specialist. The effective

drop date is determined by the date the student phones, faxes, emails, or submits online or in person the drop request to the Academic Advisor. It is strongly recommended that students drop/add courses online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, at https://my.peirce.edu under the My Classes tab.

Any work the student has contributed and submitted via class companion websites will be removed upon completion of processing a drop.

In general, students are not required to have the approval of an Academic Advisor and/or the Office of Student Financial Services to drop/add courses. However, students who have a hold on their account such as a financial or academic hold are required to gain approval from their Academic Advisor/Financial Aid Specialist. Holds to students' accounts are indicated on the student portal online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, under the My Classes tab.

Add

Students are allowed seven calendar days from the start date of a course to add a course. A course cannot be added after the seventh calendar day. The effective add date is determined by the date the student phones, faxes, emails, or submits online or in person the add request to the Academic Advisor.

In general, students are not required to have the approval of an Academic Advisor and/or Financial Aid Specialist to drop/add courses. However, students who have a hold on their account such as a financial or academic hold are required to gain approval from their Academic Advisor/Financial Aid Specialist. Holds to students' accounts are indicated on the student portal online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, under the My Classes tab.

Students are encouraged to discuss course schedule changes or additions with the Office of Student Financial Services and Academic Advisor. Full tuition will be charged for a class that is added. Students are responsible for contacting the professor, obtaining textbooks, and completing any missed work for the newly added course. Generally, students can expect to have some course assignments due during the first week of class. Adding a class after the course start date, may result in a student missing required assignments for the first week. It is strongly encouraged that students register for classes and obtain their required textbooks in advance of a class start date.

Once classes are selected, students become pre-registered. It may take 24-48 hours before your classes to become "current". A current class is the equivalent of being registered and able to attend class. Once it has been determined that you can cover the cost, your classes are made current by a member of the Student Financial Services department. If a class is left in the pre-registered status, then you are unable to attend that course until your financial issue has been resolved.

Students who wish to appeal for a late drop must adhere to the following procedure:

A. Contact the Associate Dean, Student Support Services in writing, using the student Peirce College email to request the appeal including the reason for the late drop request and any supporting documentation. Appealing for a late drop along with documentation does not guarantee approval of the request. Should this meeting not yield a resolution that is satisfactory to the student, only after the student has appealed to the Associate Dean, Student Support Services, the student may proceed to step B below.

B. The student may appeal to the Dean, Academic Advising and Registrar, in writing, using the student Peirce College email, within seven calendar days from the date of the determination by

the Associate Dean, Student Support Services. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Associate Dean, Student Support Services.

C. Should the matter not be resolved with the aid of the Dean, Academic Advising and Registrar, the student may appeal to the Vice President, Enrollment Management and Student Services. Students must appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Dean, Academic Advising and Registrar.

D. If, after the Vice President, Enrollment Management and Student Services, has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student may appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar, by submitting a written request to the Vice President, Enrollment Management and Student Services, for review. If no written request is submitted within the seven-day period, the decision of the Dean, Academic Advising and Registrar, shall be final.

E. Upon a student's written request for a review, the Vice President, Enrollment Management and Student Services, will confirm that a proper review of the appeal was conducted. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was conducted, the decision of the Dean, Academic Advising and Registrar, shall be final. The Vice President, Enrollment Management and Student Services, may choose to affirm or alter the decision and, therefore, is responsible for the final decision.

GRADING

Final grades are based on the performance of class requirements as stated in the course syllabus and/or modified during the course by the instructor. Grades submitted become part of the College's permanent student records. Some important information about grading follows:

- Grades are calculated and submitted by the instructor within 72 hours of the last day of the session.
- Failed courses in major subjects must be repeated at Peirce College.
- Courses in which grades of NG*, F, D-, D, D+, or C- are earned may be repeated.
- Courses for which a grade of "C" or above has been earned may not be repeated without approval of the students' Academic Advisor.
- Students must earn a grade of "C" or above in certain courses as described in the course description.
- The original grade earned will remain on the transcript. The higher of the two grades will be computed in the grade point average.
- Students who wish to contest a grade must follow the Academic Grievance policy. Please refer to the Academic Grievance policy, which appears in *SECTION I*.
- It is the student's responsibility to withdraw from a course.
- Instructors do not have the authority to enter a grade of "W".
- If a student enrolls to repeat a course but does not complete the course and receives an approved withdrawal, a "W" will appear on the student's transcript.

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- A student who voluntarily withdraws by the withdrawal deadline as stated in the academic calendar will receive a "W" and will be charged in full for the course.

- In online, on campus, and hybrid classes, students who fail to attend the first two weeks of class will be administratively dropped.

- The effective date of drop, add, or withdrawal is determined by the date the student phones, faxes, emails, or submits online or in person the request(s). Students are strongly encouraged to review their request(s) with their Academic Advisor and Financial Aid Specialist.

The following chart illustrates the grading scale at Peirce College:

Letter Grade	Course Average	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	< 60	0.0
P	Passing	None
W	Voluntary Withdrawal	None
I	Incomplete	0.0

Resolving Incomplete Grades

Incomplete grades are assigned due to illness, emergency, or extenuating circumstances. The granting of an Incomplete grade is done at the sole discretion of the instructor and should not be considered the "norm". An Incomplete grade must be requested in writing from the student to the instructor no later than 24 hours prior to the last class session. If the Incomplete is granted, students have up to 14 calendar days from the date of the last class session to resolve the Incomplete. **Unresolved Incomplete grades will change to an "F" after 14 calendar days.**

Course Grade Requirements

Students are expected to meet the passing grade requirements for courses taken. For some courses, students are required to earn a grade of "C" or above. Students who do not meet this grade requirement are required to repeat the course. For a listing of "C" or above courses, please see the course description section of the College Catalog.

I. ACADEMIC

GRADUATION HONORS

Special recognition is granted at the commencement ceremony to degree students (associate and bachelor's degrees) who maintained a high cumulative GPA at completion of their studies at Peirce College as follows:

Cumulative Grade Point Average	Honors
3.950 - 4.0	summa cum laude
3.850 - 3.949	magna cum laude
3.700 - 3.849	cum laude

Graduation honors are calculated at the end of each term (fall, spring, and summer) in which the student completed requirements for the degree program. The cumulative GPA for students completing the requirements for an associate degree may include grades for enrolled/completed bachelor's level courses. Graduation honor cords are given to students before the start of the commencement ceremony.

Peirce College does not award graduation honors to students earning a Certificate of Proficiency.

For related information regarding Graduation Honors, please refer to the Commencement policy, which appears in *SECTION I*.

LEAVE OF ABSENCE

Students who wish to request a leave of absence for up to three terms must do so in a written request to their Academic Advisor. Students who do not return within three terms and, therefore, have not completed a class within one calendar year will be withdrawn from the College. Students withdrawn from the College, after one calendar year of non-attendance, will need to apply for re-admittance. Please refer to the Withdrawal from College policy and the Readmit policy for more information.

MILITARY PERSONNEL

Peirce College recognizes that location, relocation, and deployment constraints make traditional course management and attendance difficult for military personnel. When military priorities arise, the following options are available regardless of the amount of coursework completed:

- Elect to receive an extension without additional charge.

- Drop the course without academic or financial penalty (financial stipulations may vary for students using VA benefits).

- Students must inform their instructor, Academic Advisor, and the College's VA Certifying Official in writing by mail, email, or fax as soon as possible and provide copies of deployment papers or supportive documentation.

RETENTION OF STUDENT RECORDS

Current student transcripts and related academic information is contained in the student's official academic file, maintained by the Office of the Registrar. The College retains a student's official academic file indefinitely.

Official transcripts will not be issued to or on behalf of students who are indebted to the College.

The College maintains disciplinary records in the student's file in the Office of the Associate Dean, Student Support Services. The disciplinary file contains documentation of all disciplinary actions taken

against the student and related information. The College retains a student's disciplinary file indefinitely. Where a student has been dismissed from the College for disciplinary reasons, a notation of such dismissal shall be placed in the student's disciplinary and academic file.

Student Financial Services is required to keep records relating to its administration of all campus-based aid programs for three years (3) after the end of the award year for which the aid was awarded and disbursed under each campus-based aid program. Regulation *34 CFR 668.24(e)*

TIME TO DEGREE COMPLETION

From the date of matriculation to the College, the maximum timeframe for students to complete an associate degree is five (5) years and the maximum timeframe for students to complete a bachelor's degree is ten (10) years. Students who fail to meet this requirement will have their coursework re-evaluated and it will be determined if additional coursework is needed to satisfy the graduation requirements. Throughout their course of study, students are required to maintain contact with their Academic Advisor and/or Financial Aid Specialist to ensure that they are making satisfactory academic progress and that they have sufficient funds (if eligible) to sustain enrollment.

Students who are readmitted to the College, after one calendar year or more of non-enrollment, will return to the College under the most current degree Program Requirements & Electives and College polices. For more information on the Readmit policy and procedures, please refer to the Readmit Policy, which appears in *SECTION IV*.

UNOFFICIAL WITHDRAWAL

Students are responsible for meeting attendance/participation requirements for the courses in which they are enrolled. In addition, students are required to follow the Withdrawal from Class policy for courses in which they started but did not continue participation. Class withdrawal dates are listed on the academic calendar, which is posted at https://my.peirce.edu. Students who fail to follow the Withdrawal from Class policy, will receive the appropriate grade earned for the course. However, students who cease enrollment for all classes within a given session and earn a grade of "F" or "*NG", may be subject to financial aid penalties. Under this circumstance, a withdrawal calculation is required to determine financial aid eligibility. Based on the calculation, previously dispersed aid funds may need to be returned which may result in the student owing a balance to the College.

WITHDRAWAL FROM CLASS

A request to drop a course after the assigned drop date will be treated as a "withdrawal". A "W" grade is given to students who officially withdraw from a course on or before the withdrawal date noted in the academic calendar.

The "W" grade is not computed into the grade point average. Instructors do not have the authority to enter a grade of "W". Accordingly, students are responsible for completing the required paperwork to withdraw from a course. The withdrawal form is available from Academic Advisors or online by logging into https://peircecollege.onelogin.com/, click on the My.Peirce app, under the My Advising tab.

The completed withdrawal form is submitted to the Academic Advisor. Students cannot withdraw at My.Peirce. The effective withdrawal date is determined by the date the student phones, faxes, emails, or submits online the request to withdraw to the Academic Advisor. Students must discuss the academic consequences of withdrawing from a course with their Academic Advisor. All withdrawals are subject to a Return to Title IV calculation (R2T4). This may result in the reduction of a student's financial aid award. This change may also result in a student owing a balance to the College and/or not receiving an expected

student loan refund. Students should be aware that ceasing class attendance/participation prior to the end of a payment period may negatively impact their financial aid package.

Not attending or participating in class does not automatically result in a course withdrawal. Students who wish to withdraw from a class must follow the withdrawal procedure. Students who stop attending and participating in class and do not follow the withdrawal from class procedure may be subject to financial aid penalties as listed under the Unofficial Withdrawal policy, which appears in *SECTION I* of the College Catalog.

Students are fully responsible for all tuition and related costs associated with the course from which the student is withdrawing. Students should be aware that withdrawals can lead to violations of the financial aid Student Academic Progress (SAP) Policy.

Students who request a course withdrawal from their Academic Advisor by telephone must follow up by completing and signing the Withdrawal from Class Form in writing within seven calendar days in order to document the request and have the withdrawal processed. Any work the student has contributed and submitted via Class Companion websites up to the withdrawal date will be deleted upon completion of the processing of the withdrawal.

For related information, please refer to the Institutional Withdrawal and Refund and SAP policies, which appear in *SECTION VIII*.

Students who wish to appeal for a late withdrawal must adhere to the following procedure:

A. Contact the Associate Dean, Student Support Services in writing, using the student Peirce College email to request the appeal including the reason for the late withdrawal request and any appropriate documentation. Please note that submitting a late withdrawal request along with documentation does not guarantee approval of a late withdrawal request. If the late withdrawal appeal is granted, the student must complete and submit the Withdrawal from Class for to their Academic Advisor within 48 hours of the Associate Dean's approval. Only after the student has appealed to the Associate Dean, Student Support Services, may the student proceed to step B below.

B. Should this meeting not yield a resolution that is satisfactory to the student, the student may appeal to the Dean, Academic Advising and Registrar. Students must appeal, in writing, using the student Peirce College email, within seven calendar days from the date of the determination by the Associate Dean, Student Support Services. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Associate Dean, Student Support Services.

C. Should the matter not be resolved with the aid of the Dean, Academic Advising and Registrar, the student may appeal to the Vice President, Enrollment Management and Student Services. Students must appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar. Such a request must be made in writing and must document the student's attempt to first resolve the grievance with the Dean, Academic Advising and Registrar.

D. If, after the Vice President, Enrollment Management and Student Services, has had an opportunity to render his/her opinion, the student is not satisfied with the resolution of the grievance, the student may appeal within seven calendar days from the date of the determination by the Dean, Academic Advising and Registrar, by submitting a written request to the Vice

President, Enrollment Management and Student Services, for review. If no written request is submitted within the seven-day period, the decision of the Dean, Academic Advising and Registrar, shall be final.

E. Upon a student's written request for a review, the Vice President, Enrollment Management and Student Services, will confirm that a proper review of the appeal was conducted. If, upon review, the Vice President, Enrollment Management and Student Services, determines that a proper review was conducted, the decision of the Dean, Academic Advising and Registrar, shall be final. The Vice President, Enrollment Management and Student Services, may choose to affirm or alter the decision and, therefore, is responsible for the final decision.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College may do so by submitting a written or email request to their Academic Advisor. Students cannot withdraw from the College at https://my.peirce.edu. The effective withdrawal date is determined by the date the student submits his/her request to withdraw from the College. Students should contact the Office of Student Financial Services to discuss any potential financial ramifications of withdrawing from the College. Students not returning to Peirce College, and having received any Title IV funds at any time during your enrollment, will need to complete exit counseling online at www.studentaid.gov .

Students who are not enrolled in classes up to one calendar year after the end date of their last completed course(s) will be withdrawn from the College. Students withdrawn from the College, after one calendar year of non-attendance, will need to apply for re-admittance. Please refer to the Readmit policy, which appears in *SECTION IV*.

For related information regarding students' financial responsibility, please refer to the Institutional Withdrawal and Refund policy, which appears in *SECTION VIII* and the Tuition Payment policy, which appears in *SECTION XII*.

II. ACADEMIC ADVISING

AVERAGE STUDENT COURSE LOAD

During a term (fall, spring, and summer), the normal full-time student course load falls between 12 and 15 credit hours. Students considering taking 18 credits or more per term (fall, spring, and summer) are encouraged to meet with their Academic Advisor to discuss their academic needs. Students should be aware that taking an overload in courses may impact their financial aid and personal and professional commitments. To determine an academic plan that is most appropriate students should consult with their Academic Advisor or Admissions Advisor.

BACKGROUND CLEARANCES AND THE POTENTIAL IMPACT OF A CRIMINAL RECORD ON INTERNSHIP AND JOB OPPORTUNITIES IN THE CRIMINAL JUSTICE SYSTEM

Students in the Criminal Justice Studies (CJS) program need to be aware that in order to be considered for internship and/or employment opportunities in the field of criminal justice, students must satisfy the requirements of the internship placement and/or employer as well as applicable law. These requirements in many instances include, but are not limited to, being required to undergo criminal background check and/or other field/position specific clearances in connection with applying for and/or continuing an internship and/or employment opportunity.

Consistent with applicable requirements and the law, students should be aware that having a criminal record may in some instances impact a student's eligibility for a specific internship or employment opportunity. This decision is not made by Peirce College but is made solely by the internship placement and/or employer.

Please note that Peirce College does not conduct such background checks or other specific clearances and is not requiring or requesting a student to provide such information to the College. It is the responsibility of a student to furnish directly to the internship placement and/or employer any required background check or other clearance information. The student is also responsible for the cost of any background checks or other clearances.

Peirce College shall not be responsible for any changes that may occur with respect to the requirements for continued internship placement or employment. Students are expected to comply with all applicable requirements.

Failure to satisfy applicable requirements of an internship may require a student to adjust their course selections.

BACKGROUND CLEARANCES AND OTHER REQUIREMENTS FOR HEALTH INFORMATION TECHNOLOGY AND HEALTH INFORMATION ADMINISTRATION PROGRAMS

All students enrolled in the Associate in Science degree in Health Information Technology (HIT) or Health Information Administration programs are required, as a condition of completing their degree, to satisfactorily complete their Professional Practice Experiences ("PPEs") by earning a grade of "C" or above. HIT students must successfully complete two PPEs and HIA students must successfully complete one PPE. The Faculty Chair, Health Programs has the ultimate responsibility for identifying, securing, and managing adequate and appropriate sites in which students can receive quality PPEs. Examples of the types of healthcare providers and agencies that may serve as host PPE sites include, for example: HIM service providers, software vendors, insurance companies, pharmaceutical firms, outpatient behavioral health centers, and various state agencies.

II. ACADEMIC ADVISING

As a condition of being accepted by an approved healthcare provider or agency, HIT students must satisfy the requirements of the healthcare provider or agency as well as applicable law, both prior to being placed in the Professional Practice Experience. These requirements in most instances include but are not limited to the following background check and other clearances:

- Completed physical exam, immunization records, and/or diagnostic tests
- Hepatitis B vaccine series (3 doses) completed or in progress or signed waiver
- All immunizations up to date and corresponding Immunization Record completed
- Negative PPD test for TB (tuberculosis) within last 6 months
- Chest x-ray (normal results) for positive TB test
- Child Abuse Clearance
- PA State Police Criminal Background Check
- For additional information on Child Abuse Clearances and PA Police Criminal Background Checks, please visit the Pennsylvania Department of Public Welfare website at https://www.compass.state.pa.us/cwis/public/home or call 1-888-783-7972
- If student has been a resident of PA for less than 2 years, an FBI Background Check is required
- Drug testing (prior to placement) as well as drug and/or alcohol testing during placement

These requirements may need to be periodically updated and/or renewed as required by the College, the healthcare provider or agency and/or applicable law. There also may be additional requirements that must be met throughout the PPE experience.

The student is also responsible for the cost of these clearances.

Please be advised that the list above is a general summary only and the specific requirements of Peirce College, the healthcare provider or agency, as well as applicable law is subject to change at any time, with or without prior notice. It is the responsibility of the student to furnish, to the host PPE site (or as may be directed otherwise), all background checks and clearances as a condition of acceptance at the host PPE site as well as a condition of continued eligibility to participate in the PPE. The host PPE site makes the sole determination of accepting the student for the PPE. Peirce College shall not be responsible for any changes that may occur with respect to the requirements for placement. HIT and HIA students are expected to comply with all applicable requirements. Failure to satisfy these requirements will prevent a student from being able to be placed in and/or remaining in a Professional Practice Experience and will delay and/or may prevent a student from completing his/her degree.

COURSE REPEAT

When courses are repeated, the highest grade received for a course is used to calculate student GPAs. The lower grade(s) are not included in the GPA calculation. Grade reports and transcripts will reflect all courses attempted and earned. **Retired courses cannot be repeated. For questions regarding retired courses, students should contact their Academic Advisor**.

In accordance with the Grading policy, found in *SECTION I*, please note the following:

- Courses in which grades of NG*, W, F, D-, D, D+, or C- have been earned may be repeated

Repeating Failed or Withdrawn Courses

Federal regulations limit the number of times a student may attempt a course and receive financial aid for that course. Ineligible repeated courses will be excluded from eligible credits in a student's enrollment for financial aid purposes.

Students can attempt a course in which they initially earned a grade of "NG*", "F", or "W" course up to 3 times using financial aid (Title IV Funding). Any class taken a **fourth** time will not be covered under Title IV funding (financial aid). If attempts for a course were excluded from Title IV Funding (out of pocket or other payments), additional attempts may be covered.

Students who have not failed or withdrawn from a course but need to repeat a course due to a "C" or above requirement, can attempt the course a second time utilizing financial aid funds (if available). Financial Aid will not cover a previously passed course (Grade of 'D-' or higher) taken for a third time. Once a student earns a grade of 'D-' or higher after two attempts, no additional aid will be granted for that course.

Student Financial Services will presume that all previously attempted courses were included in the student's enrollment status and were previously paid with Title IV aid. If you are repeating a course that is not eligible for aid and believe earlier attempts were not covered with Title IV funding please contact our office to request a Repeat Review.

Important Note: Student Financial Services does not determine if a student may repeat a class, only whether a student may be eligible for Title IV funding/financial aid for additional attempts. For more information on your academic program's policy regarding repeat coursework, contact your academic advisor. All repeated courses are counted as attempted credit hours, when calculating your Satisfactory Academic Progress (SAP) each term. Your eligibility for repeated coursework will not supersede your SAP Status.

Students who need to repeat a course previously taken at Peirce College are not eligible to repeat the course by taking the course as an Independent Study at Peirce College, a Peirce College Test Out or Prior Learning Assessment or by utilizing a Third-Party Credit provider.

Meeting Course Grade Requirements

Students who have not failed or withdrawn from a course but need to repeat a course due to a "C" or above requirement not being achieved, can repeat the course a second time utilizing financial aid funds (if available). In instances where a student has not been successful after completing a course for a second time, the student must appeal to his/her Academic Advisor prior to taking a course for a third time or more. Financial Aid will not cover the cost of courses taken for a third time (with the exception of courses in which the student had initially received an earned grade of ("NG*", "F", or "W"), or if a credit was earned prior to the second time. The appeal is made by the student to the Academic Advisor addressing the reasons why an exception to the course repeat rule is requested and a plan for succeeding in the course if the request is approved.

Students requesting to take a course for a third time should plan to repeat the course in the next upcoming session. All financial obligations must be satisfied in order to register. Students should contact the Student Billing & Accounts Receivable Department to make these payment arrangements.

CREDIT BY EXAMINATION

At the sole discretion of the College, a student who is currently enrolled at Peirce College and pursuing a degree or certificate may apply for credit by examination (or test out) in certain subjects. Credit received through a credit by examination at Peirce does not count toward the total number of transfer credits allowed per degree. In order for a student to receive credit by examination, he/she must comply with the following process:

- Before submitting a request, the student must obtain approval from his/her Academic Advisor.

- The student may take the exam to test out of a course only one time per course.

- A student may not test out of a course that he/she previously completed with a grade lower than a "C" or received a "W" (Withdrawal).

- The non-refundable fee for Credit by Examination must be paid before the student is enrolled in the test out. If the student does not successfully test out of the course, the fee will be credited toward future tuition charges at Peirce College within one calendar year from date of test out. The student must complete the test within the scheduled time and follow test-taking procedures as outlined by the test administrator.

CREDIT FOR PRIOR LEARNING (CPL)

Peirce College reserves the right, in its sole discretion, to allow students to earn up to 102 credits toward a bachelor's degree completion program (B.A. in Liberal Studies, B.S. in Human Services Leadership, B.S. in Organizational Leadership and Management, or B.S. in Technology Management), 90 credits toward a bachelor's degree and up to 30 credits toward an associate degree through any combination of transfer credits, credit by examination (excludes Peirce examinations), credit for work experience, and portfolio assessment. Credit for work experience and portfolio assessment is not applicable to legal specialty courses (LGL & LAW courses). Students wishing to receive a degree from Peirce College must complete a minimum of 15 credits of the major core courses offered by Peirce College. Students may consult with their Academic Advisor or Admissions Advisor for a list of these courses. CPL requirements for each certificate program may vary; therefore, students who are seeking a certificate program must consult with their Academic Advisor or Admissions Advisor to review Credit for Prior Learning requirements.

While resources are available to assist and inform students who are considering applying for Credit for Prior Learning, the decision to apply for credit for any particular course is ultimately the student's alone. Not all applications are successful.

CREDIT FOR WORK EXPERIENCE

Students who have achieved learning outcomes equivalent to those of a particular course as a part of their work-related responsibilities may, at the sole discretion of the College, apply for credit for work experience for that course. At the sole discretion of the College, a portfolio assessment provides a means for students to earn college credit via portfolio assessment when job-related training and experience, non-job-related training, volunteer work, self-directed study, travel, or hobbies enable students to prepare a portfolio providing direct evidence of learning equivalent to are similar to the learning outcomes for a particular course. As a general guideline, a portfolio should take 20 to 30 hours to complete. Students may not submit for credit for portfolio assessment for a course that he/she has previously completed with a grade lower than a "C". Credit for portfolio assessment is not applicable to legal specialty courses (LGL & LAW courses).

To apply for credit for work experience, the student must comply with the following process:
- Students should consult with their Academic Advisor, the designated Faculty Chair/Course Coordinator, and the PLA Advisor prior to constructing the document. The completed document is to be submitted to the PLA Advisor within 8 weeks of the student receiving approval to begin the portfolio from the Faculty Chair/Course Coordinator and the PLA Advisor.

- The non-refundable fee for Credit For Work Experience must be paid before constructing the document. If the student does not successfully demonstrate the course learning outcomes, the

fee will be credited toward future tuition charges at Peirce College within one calendar year from date of the portfolio submission.

- Provide a personal resume identifying the job held and specific responsibilities. Credit for Work Experience may be awarded for currently or previously held jobs.

- Submit copies of job descriptions documenting the nature, frequency, and duration of the work experience that is related to the course. For example, if applying for credit for work experience for ACC 101, the letter should describe duties, responsibilities, length of service, and level of competence in the accounting department.

- Write an essay that demonstrates how the learning objectives for the course have been met by the prior experience.

- Provide documentation such as certificates, examples/samples of work, awards, performance evaluations, licenses, dates and times of participation in the activity, letters or memos supporting participation, or anything else that would help to prove/confirm work experience.

At the discretion of the Faculty Chair, students may include a course's final project as part of the Credit for Portfolio Assessment documentation that they submit, along with the learning essay required, to show that they meet the course outcomes as outlined in the syllabus.

If the Credit for Prior Learning is approved, the title of the course, credit hours, and notation of Credit for Prior Learning will be recorded on the student's permanent record. The credit hours earned for are not included in the calculation of the student's grade point average. Credit received for work-related experience at Peirce does not count toward the total number of transfer credits allowed per degree. Please see current fee schedule at https://my.peirce.edu under the My Finances tab, for exact fee for Credit for Portfolio Assessment.

If the evaluator requests additional information from the student before granting credit, the student will receive a pending notification and an explanation of what must be added or amended. The Credit for Prior Learning documentation may only be resubmitted once, prior to the end of the following term (fall, spring, and summer). Should the Credit for Prior Learning be denied, the fee would be applied toward future tuition charges at Peirce College within one year from date of denial. If the Credit for Prior Learning submission is denied, the student may not subsequently seek Credit for Prior Learning or test out for this same course but must enroll in the actual course for credit.

Credit by Portfolio Assessment

For IT Courses
Many of the IT courses in the Peirce College curriculum have an industry certification standard test equivalent. Students should consult with their Academic Advisor or Admissions Advisor if they would like to apply an industry test or certification for IT course credit.

The College maintains an updated list of industry certifications that students can use to verify work experience. Students may use their industry credentials that may not apply directly, as documentation, to prove proficiency in a lower-level course, as long as the test credentials and objectives match the course outcomes and the student completely addresses them in the learning essay.

II. ACADEMIC ADVISING

EVALUATION OF TRANSFER CREDITS

Peirce College welcomes students who wish to transfer credits from other institutions. Submission of official transcripts from all previous colleges attended, in which you expect to receive transfer credit for, are required within 30 days of the submission of your admissions application. Initially, the student will be provided with an unofficial transcript evaluation. After acceptance, the Office of the Registrar will evaluate each official transcript and those credits approved for transfer will be entered on the student's academic record. It is the student's responsibility to bring to the attention any and all courses from all other institutions the student wishes to have considered for transfer credit. Peirce College, in its sole discretion, may permit the transfer of credits in the following instances:

- The institution where credits are earned holds regional or association accreditation or is a candidate for such accreditation. Peirce College reserves the right, in its sole discretion, to consider transfer credits from non-accredited institutions for courses that are consistent with Peirce College academic standards.

- The courses are applicable to the student's academic program at Peirce and are equivalent to courses that Peirce offers.

- The student received a grade of "C" or above.

- The course is equivalent to at least three Peirce College credits. When converting quarter hour credits to semester credits, the earned quarter hours will be multiplied by 2/3 to determine semester credits. Each Peirce College three-credit course requires 45 contact or clock hours.

Specialized courses that are time sensitive will be considered for transfer credit. All technology and health information management courses will be reviewed by the course coordinator to determine if credit will be granted. Subject to the above criteria, general education and business/legal courses may be transferable regardless of age. Courses that do not meet the above criteria may be accepted at the sole discretion of the College provided the student wishing to transfer can prove proficiency in the course through credit by examination. Developmental courses are not transferable.

Matriculated students who wish to take a course at another institution must complete and submit an Off-campus Class Form to their Academic Advisor. Students may obtain a link to this form from their Academic Advisor. This request must then be approved by the Transfer Credit Evaluator prior to taking any off-campus courses. Failure to do this may result in the credits not being accepted by the College.

Credit received through a credit by examination (or test out) at Peirce College does not count toward the total number of transfer credits allowed per degree.

Courses are evaluated in accordance with the American Council on Education (ACE) Guides and The Directory of National Program on Non-collegiate Sponsored Instruction (PONSI) Guide. These guides include, but are not limited to, *Accredited Institutions of Postsecondary Education, The Guide to the Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs,* and *External Degrees in the Information Age.* At the College's discretion, the College will accept evaluated credit by the National College Credit Recommendation Service (NCCRS).

When credits are transferred from another institution either at inception of the program of study or during the program at Peirce, the grade does not transfer. The grades from another institution do not impact the cumulative grade point average (GPA) for courses completed at Peirce College.

II. ACADEMIC ADVISING

ADVANCED PLACEMENT (AP) EXAMS

Peirce College reserves the right, in its sole discretion, to allow any student who has passed an Advanced Placement examination in a subject applicable to his/her academic program to apply the credits toward a degree or certificate program at Peirce College. These credits will be handled in the same manner as transfer credits.

Peirce College reserves the right, in its sole discretion, to award transfer credit to students who successfully complete Advanced Placement examinations when applicable to the student's chosen program. Students must consult with their Academic Advisor or Admissions Advisor to review Advanced Placement examinations and the transferability of AP credits. Transfer credits do not impact a student's GPA.

Peirce College will use the ACE Guide's recommended credit-granting score to determine eligibility for awarding credits for AP Exams. Official documentation of the exam(s) and score(s) must be provided to obtain credit.

TRANSFER INFORMATION FOR PARALEGAL STUDIES STUDENTS

The following requirements apply to students enrolled in any of the paralegal studies programs:

- Credit by examination is not applicable to legal specialty courses.
- Credit for prior learning is not applicable to legal specialty courses.
- Credit for work experience is not applicable to legal specialty courses.
- Credit by portfolio assessment is not applicable to legal specialty courses.
- Transfer of legal specialty courses only apply to programs approved by the American Bar Association (ABA).
- Students may transfer credit for courses offered in-person (LGL 100, LGL 102, LGL 113) from ABA approved institutions only and those courses must have been completed in-person.

Students must complete a minimum of 15 credit hours in legal specialty courses (including any required capstone course) at Peirce College. Students enrolled in the bachelor's degree program may transfer no more than 90 credits, students enrolled in the associate degree program may transfer no more than 30 credits and students enrolled in the post baccalaureate program no more than 6 credits.

Please refer to the Evaluation of Transfer Credits section of the college catalog for additional transfer requirements. The Provost reserves the right to evaluate transfer of courses that are consistent with Peirce College academic standards.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Peirce College reserves the right, in its sole discretion, to allow any student who has passed a general or subject CLEP examination in a subject applicable to his/her program to apply the credits toward a degree or certificate program at Peirce. These credits will be handled in the same manner as transfer credits.

Transfer credits do not impact the student's grade point average (GPA). Peirce College will use the ACE Guide's recommended credit-granting score to determine eligibility for awarding credits for CLEP exams. Official documentation must be submitted early in the degree program to avoid duplication of coursework. It is in the student's best interest to submit documentation during the student's first 15-week period at Peirce College.

II. ACADEMIC ADVISING

Peirce College is not a CLEP testing site; however, students may obtain information about local testing sites by contacting the College Board at 1-800-257-9558 or accessing the College Board's website: http://clep.collegeboard.org/search/test-centers.

DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATIONAL SUPPORT (DANTES) EXAMINATIONS

DANTES offers credit by examination through standardized tests, such as DSST. These tests were originally developed for the U.S. Armed Forces but now available for civilian use. DSST exams are funded by DANTES if you are an active duty, guard or reserve military member. Please note that as of December 2010, DANTES no longer funds retesting on a previously funded DSST exam title.

Peirce College reserves the right, in its sole discretion, to award transfer credits for DANTES examinations when applicable to a student's chosen degree program. Transfer credits do not impact a student's GPA.

A student's eligibility to receive credit for courses based on other standardized tests will be reviewed and evaluated on a case-by-case basis based on ACE standards.

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE TRANSFER STUDENTS

Students who transfer to Peirce College with an associate degree must have completed the following General Education bachelor's degree prerequisites: BIS 111, COM 112, ENG 101, ENG 103, HUM 102, MAT 101, General Education Elective. If these prerequisites were not completed with a grade of "C" or above during the student's associate degree program, the prerequisites may be completed at Peirce College.

INDEPENDENT STUDY

Independent Study is a course format that allows students to undertake well-defined coursework under the guidance of an instructor. Courses that run in the IS format include weekly office hours. Weekly synchronous sessions are not offered. However, support services are available such as virtual tutoring sessions through Brainfuse and/or the Walker Center for Academic Excellence. The Faculty Chair/Program Manager of the department offering the course must give academic approval for Independent Study requests. Independent Study will be approved at the discretion of the College and should be considered an exception and not the "norm."

A request for Independent Study should be submitted to the student's Academic Advisor. If the following conditions are met, the Academic Advisor will provide the student with a link to complete the Independent Study request form:
- Independent Study may only be requested when the course or a prerequisite for a course is required for graduation, and it is not offered in the regular course format.
- If the course has been canceled and that course or a prerequisite for a course is required for graduation, and it is not offered in the regular course format.
- The student must have a minimum 2.0 cumulative grade point average to qualify for Independent Study.
- A student may take an Independent Study course that he/she previously completed with a grade lower than a "C" or received a "W" (Withdrawal).
- The student may enroll in a maximum of two Independent Studies per term (fall, spring, and summer).

The request for Independent Study should be submitted no later than two weeks before the session start, except when a course has been canceled.

The faculty member facilitating the Independent Study is responsible for contacting the student during the first week of class. The faculty member will inform the student of course responsibilities and expectations and provide textbook information. If the student does not respond to messages, the faculty member will notify the Office of Academic Operations, and the student may be dropped from the Independent Study. Independent Study follows the same drop/add/withdraw procedures as any other course. The student has seven calendar days after the first contact by the faculty member to drop the class. If the course is dropped after the seventh day, full tuition is charged for the course. The student must formally drop the class during this period or receive an "F" if he/she does not follow through with course obligations. For related information, please refer to the Drop/Add and Withdrawal policies, which appear in *SECTION I*. The effective drop/add/withdraw date is determined by the date the student phones, faxes, emails, or submits online or in person the request to drop, add, or withdraw from an Independent Study.

PREREQUISITE COURSES

A prerequisite is a course or group of courses that must be taken and successfully completed before another course is taken. Example: ACC 101 is a prerequisite for ACC 201. Students must have met all prerequisite course requirements prior to the first day of class. While students may preregister for classes that have prerequisites that are not yet met, it is the student's responsibility to be certain that all prerequisites have been successfully completed. If a student learns that he/she has not successfully completed a prerequisite course, it is the student's responsibility to drop the course for which the prerequisite is required. For example, a student may pre-register for ACC 101 in session 1 and ACC 201 in session 2 at the same time. However, if the student does not successfully complete ACC 101, it is the student's responsibility to drop ACC 201. If at any time during the session the College learns that a student has not successfully completed a prerequisite, he/she will be contacted to drop the course. Students must earn a grade of "C" or above in some prerequisite courses. See the current College Catalog for a list of courses, prerequisites, requirements, and descriptions. The College Catalog may be accessed at https://my.peirce.edu under the My Advising tab.

III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS & FACILITIES

ELECTRONIC COMMUNICATIONS & DATA

This policy applies to Peirce College's **Electronic Communications Resources** owned, leased, or managed by the College, including, but not limited to, the following:

- All components of the electronic communications physical infrastructure (for example, telephones, desktop computers, laptops, printers, servers, routers, and wireless devices).

- All electronic communications and data (for example, staff and student information), or other identifiers associated with the College's systems and services (for example, email addresses and logins).

- Internet access, telephone (office and cellular), electronic mail, fax, photocopying, audio, and video recording, instant messaging and social media (for example, personal websites, blogs, Facebook, Twitter, and LinkedIn; collectively, "Electronic Communications Resources").

All students are required to use their Peirce College electronic identification (i.e., login) when utilizing a College computer. All users of the College's Electronic Communications Resources and Technology shall have no expectation of privacy over such use.

Electronic Communications Resources are provided to students for the sole purpose of research and other activities related to College courses. As an exception to the foregoing limitation, students may use the Electronic Communications Resources for personal purposes, provided that such use:

- is kept to a minimum.

- does not directly or indirectly interfere with the College's operation of the Electronic Communications Resources.

- does not negatively impact a student's work-study employment, performance, or obligations to the College.

Students shall not, under any circumstances, use Peirce College Electronic Communications Resources for unlawful activities, including:

- commercial purposes.

- personal financial gain.

- disruptive purposes or to defame the College or any third party.

- distribution of jokes, personal graphics, video clips, or solicitations.

Students must **not** give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Peirce College, unless authorized to do so and limited to student work-study-related matters. All authorized electronic communications sent on behalf of the College must contain the College's approved legal disclaimer.

Students must **not** directly, by implication, or through use of software, employ a false identity (i.e., spoof), or the name or electronic identification of another.

Students must **not** use Peirce College electronic communications resources for purposes that could reasonably be expected to cause excessive strain directly or indirectly on the College's Electronic Communications Resources or interference with others' use of the College's Electronic Communications Resources. This includes, but is not limited to:

- Sending or forwarding electronic mail chain letters.

- Exploiting electronic communications systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited electronic communications.

- Sending an extremely large message or sending multiple electronic communications to one or more recipients to interfere with the recipients' use of electronic communications systems and services.

- Excessive bandwidth utilization (for example: downloading movies).

The electronic communication method known as **Instant Messaging** (IM or ICQ) and any derivations of unsanctioned electronic communications tools are not permitted to be used on or in connection with Peirce College's Electronic Communications Resources, unless configured and installed by a member of the College's Information Technology Department for College-related educational/research/business and other specifically authorized purposes. Reasonable efforts are made by the College to filter out **unsolicited** electronic messages, sent or posted as part of a larger collection of messages, all having **substantially identical content, and commonly referred to as "spam". However, given the nature of the Internet**, the College cannot prevent users from receiving electronic communications they might find offensive. The College is not responsible for any harm, loss, or damage incurred by an individual as a result of personal use of or inability to use the College's Electronic Communications Resources.

The use of **cell phones** at Peirce College by students, although not prohibited, should not interfere with the learning environment. Cell phone use is not permitted in classrooms, computer labs, and the Library under any circumstances. Cell phones used within the premises of the College must be programmed so that notification of incoming calls cannot be heard by others.

The use of personal or College owned **Visual Recording Devices** and/or **Audio Recording Devices** are generally not permitted on College premises. Students are further prohibited from recording conversations or lectures at the College or for arranging for or assisting others (students, employees, or non-employees) to do so.

Visual recording devices include, but are not limited to, cameras, video cameras, cellular camera phones, and/or any other device that is capable of taking, storing, or displaying a visual picture, whether in real time or time delayed. Audio recording devices include, but are not limited to, tape recorders, video cameras with audio components, and/or any other device that is capable of capturing, storing, or playing sounds.

Peirce College Electronic Communications Data, (which includes, but is not limited to electronic mail, web, PC or server-based data, created or owned by the College) must reside on College servers and not on desktops or laptops. In addition, College Electronic Communications Data cannot be backed up nor duplicated onto personal devices. Peirce College does not restrict access to, nor prohibit the use of personal mass storage devices for students. Examples include thumb drives and USB storage devices. Students must comply with the College's limitations on data storage of electronic communications. Failure to comply with such limitations will result in automatic warning and the eventual inability to use electronic communications until the student reduces data storage to acceptable thresholds.

Technology Usage
The term "Peirce College Technology" includes all College-leased, licensed, or owned hardware and software, all College websites, network systems, databases, any online or distance learning system used by the College, and all documentation relating to the foregoing. Activities covered by this policy include,

but are not limited to, usage of College applications and the Internet; files, data, and printing; network and/or distance learning system usage; security and confidentiality of data; and passwords.

All Peirce College students must use Peirce College Technology only for course-related educational/research, and other specifically supported purposes. Minimal personal use of Peirce College Technology by students is permitted, provided that such use:

- is kept to a minimum.

- does not directly or indirectly interfere with the College's operation of Peirce College Technology.

- does not negatively impact other students, faculty, and Peirce College Technology (labs, library, classrooms, wireless, etc.).

- is not for political, romantic, for-profit, or other commercial purposes.

Peirce College students are not permitted to use any Peirce College employee's telephone or fax without direct and supervised approval of a manager or his/her designee. Long distance telephone and fax calls are paid for by the student when the bill is received by the College.

Under no circumstances may a Peirce College student login at or use a Peirce College employee's computer.

All students must protect their User Login from unauthorized use. Students are responsible for all activities on their User Login or that originate from their User Login.

A student may access only files, communications, and data that are created by the student, or that are publicly available, or to which the student has been given authorized access. **A student is prohibited from accessing, viewing, printing, imputing, deleting or changing any records including his or her own records or those regarding any other student(s) or concerning any Peirce College employee record** without proper authorization from the College. A student may not use or access another student's or employee's User Login, password, or email. A student cannot login at more than one computer at a time or allow his or her Login to be used on multiple computers.

All students must abide by all applicable laws and rules, including, but not limited to, copyright laws, software license terms, property rights, website, and Internet service provider terms of use, and privacy laws and policies.

Students must not install, download, or store any software or other electronic content on, or remove any software or data from, Peirce College's Technology or Electronic Communications Resources. Examples of software or other electronic content include, but are not limited to, music, games, screen savers, commercial shareware, and freeware software.

Students are prohibited from any activity that might be harmful to or compromise the security of Peirce College Technology or any information on Peirce College Technology or Electronic Communications Resources, such as, creating or propagating viruses, Trojan horses, worms, or other invasive or destructive content or software; disrupting services; allowing unauthorized persons to access or use Peirce College Technology; or damaging files; and/or vandalizing any Peirce College Technology or making any attempt to harm or destroy data of another student, faculty, administrative, or staff member.

Students cannot register, sell, or lease College owned equipment or software for personal profit or benefit. Students shall not connect any non-College owned hardware or software to Peirce College

III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS & FACILITIES

Technology. This includes, but is not limited to, hubs, wireless routers, network cards, external peripheral or external storage, or recording devices (USB, CD, or DVD burners), home computers, PDA's, cell phones, iPods, or other handheld devices.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to disparage, ridicule, or denigrate any person or group on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law or to access, post, download, transmit, copy, or distribute any material or message which disparages, ridicules, or denigrates any person or group in this manner.

Students are required to act in compliance with the Code of Student Conduct and Responsibility policy at all times, including when using Peirce College Technology or Electronic Communications. This includes when using Peirce College Technology to access and use social media networks. Students are prohibited from using Peirce College Technology or Electronic Communications Resources to send and post messages that contain abusive objectionable language, that defame, bully, harass, or libel others or infringe the privacy rights of others. Students shall not view, download, copy, send, post, or access information that is illegal, obscene, or otherwise inconsistent with the College's nondiscrimination policy or policy prohibiting harassment (for example sexual images, sexist comments, racists messages, ethnic slurs and religious slurs).

Students shall not broadcast unsolicited messages, send unwanted mail, make harassing telephone calls, or send chain letters using Peirce College Technology or Electronic Communications Resources.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources to access, archive, distribute, edit, or record adult- oriented websites or sexually explicit or suggestive materials.

Students are prohibited from using Peirce College Technology or Electronic Communications Resources for personal or commercial profit. Examples include, but are not limited to, selling access to your User Login or to Peirce's systems or networks and using Peirce's resources to run a personal business.

Students are prohibited from engaging in any other activity that does not comply with the general principles presented above. When in doubt as to whether an activity is prohibited, students should contact their faculty member or the Associate Dean, Student Support Services.

Monitoring and Violations

Peirce College will seek to maintain system security and integrity, but students should not assume that their information in their accounts or on Peirce College Technology or Electronic Communications Resources they use is private. The College may access, inspect, search, block, monitor, review, record, archive, and/or disclose any usage conducted through information stored on or information transmitted through Peirce College Technology as well as Electronic Communications Resources, both in real time and after the fact, whether conducted at the College or remotely. In addition, the College reserves the right to access, inspect, search, block, monitor, review, record, archive, and/or disclose any files or other information created, stored, received, or transmitted through College computer or activity on network accounts. By using Peirce College Technology and Electronic Communications Resources, you hereby consent to the foregoing and waive any right to privacy in connection with the activities described in this policy.

III. ACCEPTABLE USAGE OF COMPUTER SYSTEMS & FACILITIES

Any violations of this policy will result in appropriate corrective and/or disciplinary action. For related information, please refer to the Code of Student Conduct and Responsibility policy, which appears in *SECTION I*.

The College reserves the right to seek compensation and/or indemnification from a student for damage(s) arising from violations of this policy. In addition, the College and/or third parties may pursue criminal and/or civil action for violations of law.

STUDENT EMAIL

Peirce College provides all students with an email address to facilitate communications between students and the College. When using email to contact Peirce faculty or staff, students are required to use the College-supplied email address.

The College will send all official email communications to students' College-supplied email address. Students are responsible for reviewing their email at their assigned email address on a frequent and consistent basis. Students should be aware that some email communications are time sensitive. Failure to review email in a timely manner does not absolve students from complying with the content of such communications.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA. For this reason, Peirce will not and cannot respond to any email from a student not using the official College-supplied email address.

To ensure confidentiality, some details will only be available through a secure email or web portal. You'll receive an email with instructions to log in to https://peircecollege.onelogin.com using your username, password, and multifactor authentication. Once logged in, look for the tile labeled "my.peirce.edu" to access this confidential information.

For more information, please refer to the FERPA policy, which appears in *SECTION IX*.

STUDENT VERIFICATION AND PASSWORD POLICY

Peirce College uses a system of secure logins and passwords to ensure that students registering for the course are the students who participate and receive credit. There are no high-stakes exams in Peirce courses that comprise the majority of the grade. There are multiple means of assessments in courses, including discussions, projects, papers, quizzes, and exams.

Peirce requires that students use a login/password to access their online classes. All Peirce College student passwords should meet or exceed the following standards. Log in to https://peircecollege.onelogin.com/, and click on the My.Peirce tile, then Help for password requirements.

Password Protection
Users must maintain control of their password and protect it from inadvertent disclosure. It is the duty of all individuals to practice good password management procedures. All passwords are treated as sensitive Peirce College information. Passwords must not be inserted into plain-text email messages or other forms of electronic communication. Do not hint at the format of a password. Do not share Peirce College

passwords with anyone. Do not write passwords down, post them and store them anywhere. Do not use the "Remember Password" feature of applications.

Under the Acceptable Usage of Computer Systems and Facilities, Academic Honesty, and Code of Student Conduct and Responsibility policies, students are responsible for keeping their logins and passwords secure and upholding the integrity of their coursework. This practice assists the College in protecting students' privacy and ensure that grades are awarded to the appropriate students. Students should immediately report any misuse of student information to the Associate Dean, Student Support Services.

IV. ADMISSIONS

In compliance with relevant federal, state, and local laws, the College does not unlawfully discriminate in its admissions decisions on the basis of age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

Peirce College has an open admissions policy. To be admitted to Peirce College as a matriculated student, all required official documents must be on file with Peirce College. Students who have completed the admissions process but not yet submitted all required official documents are considered non-matriculated and may enroll for up to 15 credits. Students will be notified about final acceptance into a matriculated program after review of the official documents.

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ADMISSION REQUIREMENTS

Peirce College will accept any freshman, transfer, or degree completion student who applies, submits required documents, and adheres to the required criteria:

Freshmen/First Year Students
Students who have earned fewer than 15 college credits must submit:

- A completed application for admission with application fee.

- A copy of the official high school diploma or transcript or a copy of the GED or state equivalency diploma and scores.

Freshmen/First Year students who have not earned a grade of "C" or above in College level English and mathematics are required to take the placement test. For more information, please see the Orientation Course Requirement and the Placement Policy found in this section.

In order to have an official transfer credit evaluation completed, students must submit official college transcripts to the Office of the Registrar.

Transfer Students
Students who have earned 15 or more college credits but fewer than 45 college credits must submit:

- A completed application for admission with application fee.

- A copy of the college transcripts. **In order to have an official transfer credit evaluation completed, students must submit official college transcripts to the Office of the Registrar.**

Transfer students who have not earned a grade of "C" or above in College level English and mathematics are required to take the placement test. Transfer students are required to enroll in the Student Success Seminar, PRC 100, or the Peirce College Orientation Course, PRC 101.

For more information, please see the Orientation Course Requirement and the Placement Policy found in this section.

Degree Completion Students
Students who have earned 30 college level credits or more must submit:

- A completed application for admission with application fee.

- A copy of the college transcripts

IV. ADMISSIONS

In order to remain a Degree Completion Student, students must submit official college transcripts to the Office of the Registrar showing they have earned at least 30 college level credits.

Degree completion students with fewer than 75 credits earned upon enrollment to the College are required to enroll in the Peirce College Orientation Course, PRC101. For more information, please see the Orientation Course Requirement found in this section. **Students pursuing a 16-credit certificate program are required to take PRC101 to meet the minimum credit requirement.**

The College reserves the right, in its sole discretion, to accept or deny credits. It is the student's responsibility to submit to the College all transcripts for courses from other institutions, which the student wishes to be considered for transfer credit within 30 days of completion of the Peirce College Application for Admission.

Peirce College reserves the right to require students who may benefit to take a reduced course load. Please refer to the Placement policy, which appears in this section.

Full-time Students
Full-time students enrolled in a degree or certificate program are required to take no fewer than 12 credit hours per term (fall, spring, and summer).

Part-time Students
Part-time students enrolled in a degree or certificate program are enrolled in fewer than 12 credits per term (fall, spring, and summer).

Application Fee
A non-refundable application fee must be submitted with the application. The fee is valid for a one-year period.

COMPUTER / INTERNET REQUIREMENTS FOR STUDENTS

All students are required to own or have access to a personal computer with Internet access. Students who do not own a personal computer and are using a computer such as one at the College or at work are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes.

To support students in meeting this requirement, Peirce offers the option of purchasing a new Windows base notebook/Laptop. Students eligible for financial aid and who have unexpended funds can use those funds toward the purchase of a laptop computer. Students who do not have financial aid and/or are not receiving a refund can work with Student Financial Services to make payment arrangements toward the purchase of a laptop computer.

Microsoft Office
Peirce provides every student with a downloadable copy of the Microsoft Office Software suite. There are several classes that require the Windows Version of Office be used.

APPLE Mac
Peirce provides every student a free one-time downloadable copy of Microsoft Office for Apple Mac. All students should expect on occasion to need in their classes the ability to run Windows-based software. Apple Mac users have the option of using virtualization options like Parallels or VirtualBox to run Windows. Note: These virtualization options are for experienced user of MAC. The Apple Store can provide support if needed.

Students who have questions before making any computer purchase may contact the Information Technology department at 215-670-9400 or email servicecenter@peirce.edu.

CREDITS FROM PEIRCE JUNIOR COLLEGE

Grades for courses taken at Peirce Junior College and Peirce College are reflected on the student's academic record including transcripts. Students may request a copy of their official Peirce Junior College transcript as well as their Peirce College transcript.

For information on ordering transcripts, please refer to the Transcript Request policy, which appears in *SECTION XI*.

ORIENTATION COURSE REQUIREMENT

Peirce College's orientation courses are designed to assist students' transition into the College by focusing on the necessary skills to achieve academic success. PRC 100, the Student Success Seminar, is a required three-credit orientation course for all new, returning, or transfer students with fewer than 7 college credits earned. Students must earn a minimum grade of "C" to pass this course.

PRC 101, Peirce College 101, is a required one-credit orientation course for all returning or transfer students with 7 or more college earned credits. Students must earn a grade of "P" in this pass/fail course. This requirement is optional for entering students with a minimum of 75 college level credits earned. Students seeking to receive prior learning credit for this course, must speak with their Admissions Advisor or Academic Advisor. The Dean, Academic Advising & Registrar will make the final decision as to whether prior learning credit is appropriate.

Students must complete the orientation course within the first term (fall, spring, and summer) of enrollment. Students who do not successfully complete this course upon the initial attempt must immediately repeat it in the subsequent session and meet with the Associate Dean of Student Support Services. **Students must take and pass their orientation course to continue their enrollment at the College.**

PLACEMENT POLICY

Students who are admitted or readmitted to Peirce College without approved transfer credit (i.e. a grade of "C" or above from an accredited college) in English 101 and/or college-level math are required to take the assessment exams whether or not their degree program requires English and/or math. The College uses the assessment to place students in the appropriate level of English and/or math for initial coursework.

A link to take the English placement test will be provided to students by their Admissions Advisor and graded by Peirce faculty. The math placement exam (called ACCUPLACER) is a proctored exam and is taken virtually. Special accommodations are available for students with disabilities. To register to take the placement exams, please contact the Office of Undergraduate Admissions at 888-467-3472, extension 9000.

IV. ADMISSIONS

Math Placement Levels and Courses:

ACCUPLACER MATH SCORE	COLLEGE PLACEMENT
250 or higher	Placement into MAT101-Introduction to College Mathematics (7-week format)
249 and below	Placement into MAT101-Introduction to College Mathematics (14-week format)

English Placement Levels and Courses:

WRITING SCORE	COLLEGE PLACEMENT
9 or above	Placement into ENG101-English Composition (7-week format)
6 - 8.5	Placement into ENG101-English Composition (14-week format)
Below 5.5	Students will be referred to Admissions Advisor for remedial options.

Supplemental Instruction

The supplemental instruction/learning communities are designed to provide students with the necessary support to be successful in these foundational courses. Students must attend these sections (or tutoring) as part of the course requirements. The 14-week versions of English and Math 101 include Supplemental Instruction. Supplemental Instruction (which may also be referred to Learning Communities) in the course are required.

Retesting

Students are eligible to retake the placement exam 14 days after taking their initial examination. Students are provided only one opportunity to retest and are therefore strongly encouraged to review study guide materials before retesting. Fees may apply for students who need to retest off campus. To request a retest, please contact the Office of Undergraduate Admissions at 888-467-3472, extension 9000.

SAT/ACT Scores

Students who have achieved the minimum SAT or ACT scores listed below, within five years of their admission to the College, are waived from taking the ACCUPLACER and are placed directly into college-level mathematics and English courses.

SAT: Math 550 ACT: Math 23
SAT: Critical Reading 550 ACT: English 23
SAT: Writing 550 ACT: Reading 23

Completion of English 101/Math 101

Based on students' respective assessment score, students will be placed into a 7 or 14 week English 101/Math 101 course. Students who do not pass their assigned English or Math course on their first attempt are required to meet with the Associate Dean, Student Support Services, in order to register for the assigned course again. Students who must retake English 101 or Math 101 will be required to register for English 101/Math 101 in the required 14-week format.

Academic Advising

Upon enrollment, students will work with an Admissions Advisor. Within the first few weeks of classes, students will be assigned an Academic Advisor. Students enrolled in developmental courses are required to complete an education plan with their assigned academic advisor and work with their advisor to select courses for their first year of enrollment at the College. Students are required to consult with their academic advisor to select courses for their first year of enrollment. The goal is to provide students with an understanding of their educational goals, starting with year one.

IV. ADMISSIONS

Course Placement Requirements

- Students who place into English 101 (14-week format) must complete the course during their first full term of enrollment.

- Students who place into MAT101 (14-week course) must complete the course during their second term of enrollment.

- Students who place into English 101 (7-week format) must complete the course during their second session of enrollment.

- Students who place into MAT101 (7-week course) must complete the course during their third session of enrollment.

RE-ADMISSION

Students who have been on inactive status for a full calendar year may apply for re-admittance by completing and submitting a Peirce College application.

An Academic Advisor, the Office of Student Financial Services, the Associate Dean, Student Support Services, and the Associate Director of Student Billing, will review the application and determine, in their sole discretion, whether re-admittance is appropriate.

Students reapplying must meet all current Peirce College entrance requirements (includes students who applied and never enrolled in classes).

Some students may be required to take the Peirce College placement exams. Please refer to the Placement policy, which appears in this section.

Each re-admitted student will confer with an Academic Advisor to discuss the student's academic schedule. The student will return to the College under the most current degree Program Requirements & Electives and College policies.

Please refer to the financial aid policies listed in this catalog under *SECTION VIII* regarding academic progress and financial aid eligibility.

For re-admitted students, technical courses, such as computer courses, will be applied toward a student's degree Program Requirements & Electives only if the courses are not more than ten years old. Courses more than ten years old will be reviewed by the Dean, Information Technology and General Education to determine if credit will be granted. At the sole discretion of the College, general education, business, and legal courses may be applied toward a re-admitted student's degree Program Requirements & Electives regardless of when they were taken.

Students who were previously dismissed due to a poor academic history may have to fulfill Satisfactory Academic Progress requirements and complete a Educational Development Plan (EDP) prior to re-admittance. Students who were academically dismissed are restricted to no more than one re-admittance. In addition, students who were academically dismissed may be required to follow academic conditions determined by the College. Students who fail to meet these conditions will be dismissed from the College.

Please refer to the financial aid policies listed in this catalog under *SECTION VIII* regarding Satisfactory Academic Progress requirements.

IV. ADMISSIONS

Readmission of Service Members

Peirce College's readmission policy aligns with provisions for Service members provided in Chapter 3 of Volume 2 of the Federal Student Aid Handbook. Peirce College will promptly readmit a service member with the same academic status they had when they last attended. This readmission policy applies to any student who cannot attend school due to military service. For more information regarding Peirce College's readmission requirements for Servicemembers please refer to the US Department of Education's website at https://www2.ed.gov/policy/highered/guid/readmission.html.

UNDOCUMENTED STUDENTS POLICY

Peirce College values the rich academic and cultural diversity that students bring and welcomes all students regardless of citizenship status. Undocumented students are required to adhere to Peirce College admissions standards and requirements. Students applying as first time college students will need to provide academic transcripts from high school. Students who wish to apply transfer credits will need to submit official academic transcripts from prior education institutions attended. Transcripts from a foreign college/university must be translated into English and evaluated based on the U.S. college credit system. Students must use an agency that holds a membership with the National Association for Credit Evaluation Services (NACES) for transcript translation services. The email address is http://www.naces.org. Students unable to access their academic records will be considered on a case-by-case basis. All applicants must demonstrate English proficiency and be able to matriculate directly into college level English. Students without college level English will need to take the Peirce College placement exam or submit recent TOEFL or IELTS test results. Applicants in need of ESL support will be directed to complete an ESL program prior to enrolling. Undocumented students are not eligible for federal financial aid but may pursue institutional scholarships or grants. Students should discuss financial planning to support their academic plan with their enrollment representative.

V. CAMPUS SAFETY AND SECURITY

CAMPUS SAFETY AND SECURITY PROCEDURES

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures as described below. Under the direction of designated College personnel emergency response procedures will be enacted. In the event that emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

For your safety, access to campus is permitted only during the published hours of operation. No one is allowed to be in the suite by themselves. Access requires at least 2 (two) people, one of whom is a Primary Emergency Warden.

Emergency Wardens

In compliance with the building's rules, Peirce College has appointed Emergency Wardens to act as coordinators in the event of an emergency. All individuals must follow the instructions of the Emergency Wardens. See table below for designated **Emergency Wardens**.

Primary	Facilities Technician	During standard business hours and modified for classes and events
Primary	President's Council Members	If Facilities Technician is not on-site
Secondary	Faculty	During class hours
Secondary	Deans, AVPs, and Directors	Assist Primary Warden when on-site
Aides	Designated as needed	Provide assistant to individuals during an evacuation

Standard Emergency Protocols

For all emergencies, call 911 and provide the following information:
● Your full name
● Phone number you're calling from
● The office address of 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103
● Nature and severity of the situation
● Exact location of hazard or event

Then, call building management at 215-732-1544 and provide the same information.

Additional Security Measures

The primary security measure for our suite is the locked elevator. The elevator will not automatically rise to the 19th floor, and only Primary Emergency Wardens have elevator fobs. The front desk in the building lobby has been instructed not to activate the elevator or escort anyone to our suite. Instructions for coming to our suite are provided to employees when reserving a room and to students at the beginning of an on-campus course. Anyone who comes to campus may be required to show a valid picture state identification, such as a driver's license, before being escorted by a College employee to our suite. While the locked elevator and other safety measures provide a level of security, nothing is failsafe. We all must remain vigilant, prepared and thoughtful about our actions.

Security Accountability

The College takes its duty of care very seriously and expects that all employees, students, contract workers, guests, contracted and volunteers will adhere to these procedures. Because of the life/safety implications, employees and contract workers who fail to follow these procedures will be referred to

Human Resources for disciplinary action. If a volunteer violates this policy, the employee responsible for managing the volunteer will be referred to Human Resources, and the volunteer will no longer be permitted to work with the college. A guest who violates this policy will not be allowed at any college event in the future. Students will be referred to the Dean, Academic Advising & Registrar. Based on the nature and severity of the infraction, the College may refer the matter to law enforcement for further action.

Questions should be directed to the Vice President, Finance & Administration. The policy will be reviewed periodically and may be revised without notice.

TIMELY WARNING

In the event that a situation arises, either on or off campus, that in the judgment of the College, constitutes an emergency or dangerous situation involving an immediate, ongoing, or continuous threat to the health or safety of students, faculty, administration, and/or staff, tenants, a (campus wide) "timely warning" (emergency notification) will be issued to all individuals in our suite through a verbal announcement, and second, an email and emergency text. This warning will be issued through the College email system, student portal at https://my.peirce.edu, or other means deemed appropriate by the College. Alerts will also be sent out via text message for students who opt into the system. Anyone with information warranting a timely warning should inform the Primary Emergency Warden and, if the threat is imminent, follow the **Standard Emergency** Protocols (listed above).

EMERGENCY RESPONSE

For our campus, there are two responses to an emergency – shelter in place and evacuation.

Shelter in Place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place because of an active shooter, intruder, weather, event, natural disaster, street incident or other hazard.

Evacuate means exiting the building using the stairs. You may be asked to evacuate due to a fire, intruder, active shooter, gas leak, natural disaster, building damage, or other hazard.

Special Needs Assistance - If you have a temporary or permanent disability that may impair your ability to respond in an emergency, please inform a Primary Emergency Warden when you are on campus. It is a good safety habit for everyone to always carry emergency health information and emergency contact numbers.

The Primary Emergency Warden in coordination with building management will determine the course of action and provide instructions.

At least semi-annually, the College will conduct testing of these emergency response procedures to practice and improve our protocols. The testing may be announced in advance or unannounced. These tests will be conducted in coordination with building management to ensure an integrated and cohesive plan.

V. CAMPUS SAFETY AND SECURITY

ALCOHOL AND ILLEGAL DRUGS

Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and the security of its premises. Consistent with this commitment, the College has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs.

Prohibited Conduct

With regard to alcoholic beverages, students of Peirce College are prohibited from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off campus participating in any College-sponsored activity or event.

- Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.

- Being under the influence of alcoholic beverages while on the premises of the College or while off campus participating in any College-sponsored activity or event.

- With regard to illegal drugs, Peirce College prohibits its students from the following:

- Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:

    o Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).

    o Any legally dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.

    o Any over-the-counter medication capable of impairing one's alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.

    o Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

- Storing any illegal drug in a locker, automobile, or other repository on College premises.

- Being under the influence of illegal drugs while on the premises of the College or while off campus participating in any College-sponsored activity or event.

In addition, members of the College community (including former students or graduates) while on College premises or while off campus participating in any College-sponsored activity or event are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

Penalties

A student found to be in violation of any provisions of this policy will be subject to disciplinary action under the Code of Student Conduct, which may range from required counseling to disciplinary warnings to suspension or expulsion.

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In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol is available within this section of the Catalog as well as on the website of the Pennsylvania Liquor Control Board: http://www.lcb.state.pa.us.

Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

If the College reasonably suspects a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to drugs and/or alcohol testing. A student's failure to submit to the requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or expulsion. However, such test need not be administered when Peirce College has independent proof that this policy has been violated. If the College reasonably suspects that a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on College premises. A student's refusal to submit to a search under these circumstances may also subject the student to disciplinary action.

For information on financial aid penalties for drug violations, please refer to the Federal and State Aid Penalties policy.

Peirce College's Commitment to Health Education, Counseling, and Treatment
The College is committed to providing educational programs and counseling to students or alumni concerning the risks associated with alcohol and illegal drug use and/or abuse. Information on the health risks associated with alcohol and drug use and abuse are available at Mary W. Walker '33 Center for Academic Excellence (215-670-9251) and within this section.

Students and alumni in need of confidential drug or alcohol counseling may find out about local programs and resources by contacting a counselor in the Mary W. Walker '33 Center for Academic Excellence (215-670-9251) or by referring to the list of treatment centers later in this section. In addition, the College is committed to providing every student or graduate with alcohol and drug education from multiple resources during student orientation programs. Additionally, the Mary W. Walker '33 Center for Academic Excellence (215-670-9251) will provide resources and programs that promote drug and alcohol awareness.

Annual Review
The following departments will be represented on the College's Drug and Alcohol Policy Review Team: Academic Advancement, Office of Student Financial Services, Human Resources, and the Mary W. Walker '33 Center for Academic Excellence. The Team will review this policy annually to determine its effectiveness and recommend any necessary changes.

ALCOHOL, DRUG USE, AND LEGAL SANCTIONS

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending upon the nature and number of the offense(s).

V. CAMPUS SAFETY AND SECURITY

Alcohol

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provides penalties pertaining to the possession and distribution of alcohol. Prohibitions include, among other things the following:

The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.

- Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.

- This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance or having an open container of alcohol in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Violations under this law range from requires fines to imprisonment as well as revocation of driving privileges.

The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 5505 et seq.

- Public Drunkenness — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to $300 to imprisonment for up to 90 days.

- Misrepresentation of Age — Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.

- Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor — Minors are prohibited from the attempt to purchase, consume, possesses, or knowingly transport such beverages. Penalties range from fines of up to $300, imprisonment of up to 90 days, and license suspension of 90 days for first offenses; penalties for three or more offenses are up to $500 in fines, imprisonment of up to one year, license suspension for up to two years.

- Prohibited Sale to Minors — It is a crime to intentionally and knowingly sell, furnish, or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; and imprisonment for up to one year for any violation.

- False Identification Cards — It is a crime to intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; and imprisonment for up to two year for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, https://www.lcb.pa.gov/ .

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Illegal Drugs

Numerous laws pertain to the distribution and possession of illegal drugs. These include the following:

- **The Controlled Substance, Drug, Device and Cosmetic Act,** 35 Pa. Cons. Stat. § 780 - 101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars ($25,000), or both.

- **The Pharmacy Act, 63 Pa. Cons. Stat.§ 390-8,** prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to ($15,000), or both.

- **The Federal Controlled Substances Act, 21 U.S.C. § 801 et seq**., prohibits, among other things, the manufacture, distribution, dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved.

The maximum penalties for individuals include life imprisonment, a fine of four million dollars ($4,000,000), as well as possible additional penalties. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars ($1,000), or both.

HARMFUL EFFECTS OF ALCOHOL AND DRUG USE

Alcohol

Long Term Health Risks	Immediate Effects	Social Effects
Hepatitis or cirrhosis of the liver	Decreased respiration rate	Decreased academic and professional productivity
High blood pressure	Impaired judgment	Increased likelihood of automobile accidents
Stroke	Loss of coordination	Difficulty maintaining relationships
Ulcers and inflammation of the stomach	Risk of asphyxiation due to vomiting	Impaired judgment in public and social situations
Cancer, including breast cancer and those of the head and neck		
Birth defects to infants of pregnant women		

For more information about alcohol abuse and prevention, please visit http://www.collegedrinkingprevention.gov/.

V. CAMPUS SAFETY AND SECURITY

Marijuana

Long Term Health Risks	Immediate Effects
Heavy cough	Increased heart rate
Lung infections	Short term memory loss
Respiratory tract and lung cancer	Impaired judgment
Decreased immuno response	Loss of coordination
Heart attack	

Heroin

Long Term Health Risks	Immediate Effects
Addiction	Decreased respiration
Arthritis	Nausea
Infection of the heart valves	Confusion
Collapsed veins	Decreased sensation of physical pain
Contraction of infectious disease such as hepatitis or AIDS	

Cocaine

Long Term Health Risks	Immediate Effects
Irregular heartbeat	Increased energy
Increased likelihood of heart attack	Decreased appetite
Strokes	Increased body temperature
Seizures	Dilated pupils
Nausea	Increased heart rate
Respiratory infections and failure	
Paranoia	
Auditory hallucinations	

Hallucinogens and Dissociative Drugs

Long Term Health Risks	Immediate Effects
Abnormal heartbeat	Intense mood swings
Decreased breathing rate	Separation from reality
Withdrawal symptoms	Increased appetite
Psychotic episodes long after use	Increased heart rate
	Nausea
	Sweating
	Dizziness
	Numbness
	Tremors
	Muscle contractions

Inhalants

Long Term Health Risks	Immediate Effects
Hearing loss	Increased heart rate
Spasms or neuropathy	Feeling of warmth
Bone marrow damage	Muscle weakness
Brain damage	Impaired judgment

Damage to the central nervous system	Agitation
Kidney failure	Excitability
Depression	Lowering of inhibitions
Muscle weakness	Loss of sensation
	Lack of coordination

For more information about drug abuse and prevention, please visit http://www.drugabuse.gov/.

Additional Drug and Alcohol Prevention Resources

The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts. **The Philadelphia SCA** gives the following contact information for people seeking treatment for Drug & Alcohol abuse:

- People on medical assistance from the state of PA, call 1-888-545-2600

- People without medical assistance, call 215-546-1200

- People with private insurance should contact their insurer for information.

For information about local self-help meetings, contact:

- Alcoholics Anonymous call 215-923-7900

- Adult Children of Alcoholics (www.adultchildren.org)

- Al-Non-Alateen (http://www.al-anon.alateen.org) call 215-222-5244 (for family and friends of alcoholics)

- Nar-Anon (www.na.org) call 215-629-6757

- Cocaine Anonymous (www.ca.org)

For Information about National Resources, contact:

- Alcoholics Anonymous (https://aa.org/)
- Narcotics Anonymous (https://www.samhsa.gov/find-help/national-helpline)
- Opioid Assistance (https://www.hhs.gov/opioids/index.html)

Local substance abuse treatment centers include:

Location	Services Provided
Family Center of Thomas Jefferson University Specialized Program for Pregnant Women 215-955-8577 Website: https://sobernation.com/listing/family-center-of-thomas-jefferson-univ-specialized-program-for-preg-women-philadelphia-pa/	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment, Methadone/LAAM Maintenance • Type of Care: Outpatient • Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Pregnant/postpartum women, women • Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance • Payment Assistance: Payment assistance Special Language Services: Spanish
Consortium 26 S. 40th Street	• Primary Focus: Substance abuse treatment services

Philadelphia, PA 19104 215-596-8000 Website: www.consortium-inc.org	• Services Provided: Substance abuse treatment • Type of Care: Outpatient • Special Programs/Groups: Women • Forms of Payment Accepted: Self payment, Medicaid, Medicare
Horizon House Outpatient Substance Abuse Program 120 South 30th Street, 5th Floor Philadelphia, PA 19104 215-386-5128 extension-524 Intake: 215-386-5128 Website: http://www.hhinc.org/	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment • Type of Care: Outpatient • Forms of Payment Accepted: Self payment, Medicaid
Jefferson Outreach Drug/Alcohol Program 833 Chestnut Street, 2nd Floor Suite 210-E Philadelphia, PA 19107 215-955-8856 Website: https://hospitals.jefferson.edu/diseases-and-conditions/substance-abuse.html	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment • Type of Care: Outpatient • Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Gay and lesbian, seniors/older adults, pregnant/postpartum women • Forms of Payment Accepted: Self payment • Payment Assistance: Sliding fee scale (fee is based on income and other factors)
John F Kennedy Community Mental Health Center Walk In Clinic 112 North Broad Street Philadelphia, PA 19102 215-568-0860 Website: http://www.jfkbhc.org/	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment • Type of Care: Outpatient • Special Programs/Groups: Adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients • Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance • Payment Assistance: Sliding fee scale (fee is based on income and other factors), payment assistance • Special Language Services: Spanish
Northeast Treatment Centers Spring Garden Counseling Center 499 N. 5th Street, Suite B and C Philadelphia, PA 19123 215-451-7000 Website: www.netcenters.org	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment • Type of Care: Outpatient • Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients • Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance • Payment Assistance: Sliding fee scale (fee is based on income and other factors)

Rehab After Work 1420 Walnut Street Suite 500 Philadelphia, PA 19102 610-644-6464 Website: http://www.rehabafterwork.com	• Primary Focus: Substance abuse treatment services • Services Provided: Substance abuse treatment • Type of Care: Outpatient • Special Programs/Groups: Adolescents, DUI/DWI offenders • Forms of Payment Accepted: Self payment, private health insurance • Special Language Services: French, German
Wedge Medical Center Substance Abuse Services 2009 South Broad Street Philadelphia PA 19148 Phone: 215-271-2200 Website: http://www.wedgepc.com/	• Primary Focus: Mental health and substance abuse services • Services Provided: Substance abuse treatment • Type of Care: Outpatient, partial hospitalization/day treatment • Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients • Payment Accepted: Self payment, private health insurance • Payment Assistance: Sliding fee scale based on income and other factors • Special Language Services: Spanish

Other resources include:
Women for Sobriety, Inc.
215-536-8026
Website: www.womenforsobriety.org
Women for Sobriety, Inc. is a non-profit organization dedicated to helping women overcome alcoholism and other addictions. Our "New Life" program helps achieve sobriety and sustain ongoing recovery.

HOMELESS RESOURCES
Covenant House Pennsylvania
www.covenanthousepa.org or 215-951-5411

- For homeless youth

Emergency Rental Assistance for Philadelphia County
Office of Supportive Housing
MSB-10th Floor, 1401 JFK BLVD
Philadelphia, PA 19107
215-686-7177

Multi-Color Pearls
http://www.multicolorpearls.org/home.html
Resources for Human Development
www.rhd.org or 215-849-7360

- For single mothers over 21 and their children under 18

WELLNESS SERVICES

Peirce College offers a free counseling service to enrolled students via UWILL. Students can choose video, phone, or messaging as a means of meeting with a counselor. Students can access the UWILL portal from here: https://my.peirce.edu/ICS/Campus_Life/. For more information, contact the Associate Dean, Student Support Services.

CONFIDENTIAL REPORTING POLICY

Peirce College encourages anyone who is the victim or witness to any crime to report the incident to the local police by dialing 911 promptly. Because police reports are public records under the purposes of inclusion in the annual disclosure of crime statistics are published by October 1st of each year. Through the use of EthicsPoint, the College provided confidential toll-free hotline access to faculty, staff and actively enrolled students. Through EthicsPoint all students, faculty, and staff are provided confidential reporting.

IDENTIFICATION CARDS

All current students, alumni, officers, employees, tenants, and visitors are required to produce proper valid state or federal photo identification upon request from Security or a College official upon entering any Peirce facility. Random identification checks may be made for the safety of the campus community.

NON-VIOLENCE

Although the College cannot eliminate the possibility that violence or other troubling disturbances may occur, Peirce College, with the help of the College community, can minimize the possibility that these types of events will happen. The College has established guidelines to minimize exposure to acts and threats of violence.

All current students, officers, faculty members, managers, supervisors, employees, alumni, tenants, and visitors (including, but not limited to, contractors and vendors) are issued Peirce College identification cards for entering campus buildings and events, as well as to access College services. All College students, officers, faculty members, managers, supervisors, employees, alumni, tenants, and visitors may be required to produce proper photo identification upon request from a College official when on College premises. Periodic identification checks may be made for the safety of the campus community.

College premises includes all buildings within which the College provides or leases or rents space educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.

All students, as well as all officers, faculty members, managers, supervisors, employees, alumni, tenants, visitors, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- **Possessing or concealing a weapon while on the premises of the College locations or while participating in any off-campus College-sponsored activity or event.** For the purposes of this policy, a weapon is defined to include guns, rifles, fireworks, firearms, knives, explosives, bombs, including recreational and non-recreational fireworks, and any and all other similar items. In the case of guns, rifles, and "fireworks" and other firearms, it is irrelevant and no defense that the gun, rifle, and "fireworks" and other firearms is not loaded and/or that the person in possession of the firearms or "fireworks" has a license to carry such objects.

Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon, firearm, or fireworks discovered on Peirce College property or at a Peirce College off-campus activity will be promptly confiscated and turned over to the local Police Department. Having a weapons permit does not give you the right to possess or conceal any type of weapon on campus or at an off-campus College-sponsored activity or event at any time.

- **Threatening to harm any student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitor of the College or any other person doing business with and/or associated with the College.** Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made "in jest" is no defense to behavior prohibited by this policy.

- **Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitor of the College or any other person doing business with and/or associated with the College.** As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.

- **Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitor of the College or any other person doing business with and/or associated with the College.** For related information, please refer to the Sexual Assault Awareness, Prevention, and Response policy, which appears in *SECTION X*.

- **Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitor of the College, or to any other person doing business with and/or associated with the College.** Again, the fact that a threatening comment may have been made "in jest" is no defense.

- **Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitors of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs**.

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty members, managers, supervisors, employees, tenants, visitors, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student's or employee's family).
Any student who violates any of the prohibitions set forth above, will be subject to disciplinary action under the Student Disciplinary System. Violations may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

V. CAMPUS SAFETY AND SECURITY

Students should report immediately to any College official any violation of this Policy or other event that results in a dangerous or threatening situation. For any immediate threats to safety, students should call 911.

Because the responsibility for ensuring the safety and security of the College's environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class, academic advisor, the Associate Dean of Student Support Services and/or any College official, if any of the following happens:

- Students feel intimidated or threatened, verbally or physically, by a fellow student, officer, faculty member, manager, supervisor, employee, graduate, tenant, or visitors of the College, or any person doing business with or associated with the College.

- Students feel intimidated or threatened, verbally or physically, by an individual independent of your relationship with the College but feel that this individual may look for you at the College.

- Students are aware of the presence on or near our premises of an individual who they believe has no appropriate reason for being there.

- Students are aware of any other action, situation, or occurrence in which they believe may threaten personal safety or the well-being of others.

- Students have ideas as to ways to make the College's environment safer.

The College will disclose information you have reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College's attention.

Additional safety measures:

- Do not leave valuables in plain view, since the College is not responsible for personal items you bring onto our premises.

- Do not challenge or confront a hostile or angry person. Attempt to defuse the situation and to remove yourself from the situation; then, notify designated College personnel.

REPORTING POLICY VIOLATIONS OF SAFETY AND SECURITY

As a member of the Peirce College community, students, and tenants are responsible for reporting violations of the College's safety and security policies as soon as they become aware of such violations. In the event of emergency, students should call 911.

Students and tenants should report immediately to a college official any violation of policy or other event that results in a dangerous or threatening situation. Students and tenants should report any violation of policy which does not result in a dangerous or threatening situation, but which occurs during a class, to the faculty member responsible for the class, or to the Associate Dean, Student Support Services, or any college official. Similarly, if, while in a supervised department setting, students become aware of a policy violation that does not result in a dangerous or threatening situation, he/she should report the violation to the department supervisor or to the Associate Dean, Student Support Services, or a college official.

SECURITY BACKGROUND SEARCHES

The College and its affiliated partners at their discretion, may require multi-state criminal background checks, State Child Protective Registry Checks, and FBI fingerprinting checks at the College's expense

and/or its affiliated partners expense in order to meet state requirements for attending or working in certain States.

SECURITY SEARCHES

To protect our students, tenants, and the College community, the College reserves the right to search at any time any person or property on the College's premises, including, but not limited to a student's, tenant's, visitor's, contractor's personal possessions, handbag, back pack, brief case, packages, belongings, files or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose at any time (both in real time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on (and, for each, regardless of whether accessed remotely or on-premises), any the College's communication systems, including, but not limited to:

- Telephone system
- Fax machines
- Computer software and hardware
- Email system
- Voicemail system
- Internet Server

By using the College's communication systems (with respect to which you have no expectation of privacy), individuals consent to the College's monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College's communications systems.

In addition, the College reserves the right to view, record, playback, and print-recorded images from the College security surveillance system to be used for investigative and/or informational purposes. The College also reserves the right to hand search individuals entering the building or use mechanical devices such as magnetometers and X-ray equipment for heightened screening.

Further, random unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, anyone who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College. For purposes of this Policy, the College's premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

SEX OFFENDER REGISTRATION

In accordance with the Jeanne Clery Act and the Family Rights and Privacy Act of 1974, the College is required to issue information advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already obligated to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Students and employees of Peirce College seeking law enforcement agency information concerning registered sex offenders can visit www.pameganslaw.state.pa.us, an online listing established by the

V. CAMPUS SAFETY AND SECURITY

Pennsylvania State Police to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth.

Students and employees may also refer to sex offender registries for Delaware and New Jersey: Delaware: https://sexoffender.dsp.delaware.gov/, New Jersey: https://www.njsp.org/sex-offender-registry/index.shtml

Unlawful use of the information for purposes of intimidating or harassing another is prohibited. If you suspect that a child is being abused or neglected, please contact your local child protective services office or local law enforcement agency. Many States have a toll-free number to report suspected child abuse or neglect. To find out where to call, visit https://www.childwelfare.gov/topics/responding/reporting/how/

HAZING

Peirce College has no tolerance for hazing. Hazing is any activity expected of someone joining or participating in a group, whether on campus or off campus, that humiliates, degrades, abuses, or endangers them mentally or physically regardless of a person's willingness to participate. Hazing is a violation of Pennsylvania law.

Under the Timothy J. Piazza Anti-Hazing Law, hazing is defined as the following:

A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization that causes, coerces, or forces a minor or student to do any of the following:

(1) Violate Federal or State criminal law.

(2) Consume any food, liquid, alcoholic liquid, drug or other substance, which subjects the minor or student to a risk of emotional or physical harm.

(3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

(4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

(5) Endure brutality of a sexual nature.

(6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing is a direct violation of the Peirce College Student Code of Conduct policy and therefore, individuals directly, indirectly, or willingly participating in hazing are subject to disciplinary action, leading up to and including expulsion from the College. Any incidents of hazing may be reported to any Peirce College official.

STUDENT HEALTH SERVICES

Peirce College does not provide student health services on campus. Students in need of medical attention are encouraged to contact their primary care physician or their local community health services department, nearby Urgent Care location, or hospital. In the event of a medical emergency, students should call 911.

VI. CONSUMER INFORMATION

REQUIREMENTS

The College is required by the U.S. Department of Education to provide consumer information to prospective students, current students, and alumni. The consumer information will provide students with the information necessary for choosing appropriate academic programs and for fully understanding the responsibility of loan repayment.

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act) requires an Annual Security Report disclosing the College's security policies (including emergency response and evacuation procedures and timely warnings) and reporting of crime statistics.

- The Student Right-to-Know Act requires disclosure of information on graduation, completion, retention and transfer-out rates of certificate or degree-seeking first-time full-time undergraduate students.

- Financial Aid Information:
  - description of all the federal, state, local, private, and institutional need-based and non-need-based student financial assistance programs available to students
  - how students apply for aid and how eligibility is determined
  - criteria for selecting recipients from the group of eligible applicants
  - criteria for determining the amount of a student's award
  - how and when financial aid will be disbursed
  - rights and responsibilities of students receiving aid
  - how the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out
  - terms and conditions of any employment that is part of the financial aid package
  - terms of, schedules for, and the necessity of loan repayment and required loan exit counseling
  - criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid
  - costs of attendance: the costs of attending the school (tuition and fees, books and supplies, room and board, and applicable transportation costs, such as commuting), and any additional costs of the program in which the student is enrolled or has expressed an interest
  - who to contact for information on student financial assistance and for general school issues
  - withdrawal from the College: a statement of the requirements for the return of Federal Student Aid (FSA) program funds when a student withdraws from the College, information about any refund policy with which the College must comply, and the requirements for officially withdrawing from the College
  - entrance and exit counseling

- General Information about Peirce College
  - accreditation and licensing: the names of associations, agencies, and/or governmental bodies that accredit, approve, or license Peirce College and its programs, and the procedures by which a student may receive a copy for review of the College's accreditation, licensure, or approval
  - degree and certificate programs and training, and other education offered
  - services and special facilities for students with disabilities, including intellectual disabilities
  - voter registration information

- − terms and conditions under which students receiving federal education loans may obtain deferments

- − instructional, laboratory, and other physical plant facilities associated with the academic programs

- − a list of the faculty and other instructional personnel

- − any plans by the school to improve academic programs, upon a determination by the school that such a plan exists

- − textbook information

- − student body diversity information

- − job placement and type of employment information on graduates

- − graduate and professional education information on bachelor degree graduates

- − description of any written agreements the College has entered into

- − net price calculator

- − The College Financial Plan

- − contact information for filing complaints with the College's accreditors, state approval or licensing entities

- − established criteria the school uses regarding the transfer of credit earned at another institution, and a list of postsecondary schools with which the school has established an articulation agreement

- − penalties and institutional policies on copyright infringement

- Student Rights under the Family Educational Rights and Privacy Act (FERPA). For related information, please refer to the FERPA policy, which appears in *SECTION IX*.

- Drug and Alcohol Abuse Prevention Information. For related information, please refer to the Campus Safety and Security policy, which appears in *SECTION V*.

- IRS Form 1098-T an Internal Revenue Service (IRS) requirement

For more information, please go to https://www.peirce.edu/about-peirce/additional-resources/consumer-information to find links to other departmental sites that disclose specific information.

CREDIT CARD MARKETING POLICY

According to the Credit Card Accountability and Disclosure Act of 2009, implemented by the Federal Reserve Board, colleges and universities must adopt a policy that regulates credit card marketing on college campuses. As a result, Peirce College has implemented the following policies and procedures to ensure compliance with this regulation:

1. Credit card marketers must be first approved by the Vice President, Finance & Administration with a confirmed agreement before any marketing takes place via mail, email, on campus, or other means deemed appropriate.

2. Credit card marketers may be limited to the amount of time they can market credit card information.

3. Credit card marketers may be limited to specific areas of the campus.

4. Credit card marketers are prohibited from offering tangible items (e.g., gifts, coupons, gift cards, etc.) to any students in exchange for a student applying for or opening a credit card account if such an offer is made on campus, near the campus, or at an event sponsored or related to the College.

5. Credit card marketers must provide credit card debt education literature that the College can provide to students and/or alumni. Violation of the credit card marketing policy may result in breach of a credit card agreement.

Upon request, credit card agreements between the College and any card issuer or creditor for the purpose of marketing a credit card will be provided. To request a copy of the College's credit card agreement(s), please contact the College's Controller at 215-670-9600.

VII. EQUAL OPPORTUNITY

NONDISCRIMINATION

Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all employment decisions, policies and practices and in connection with all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities and College-sponsored extracurricular activities).

The College will not engage in or tolerate unlawful discrimination, harassment or retaliation on the basis of race, gender, ethnicity, religion, a religious group's actual or perceived shared ancestry or ethnic characteristics, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, creed, citizenship, sexual orientation, gender identity or expression, military status or any other protected classifications in its employment, admissions, programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and other applicable statutes and College policies.

The College's Policy on equal employment opportunity supports and is consistent with the College's commitment to enhancing diversity and inclusiveness.

Diversity, Equity, & Inclusion Mission Statement

Diversity, Equity, & Inclusion is broader than our commitment to equal opportunity associated with the protected classifications identified under local, state or federal law. Diversity, Equity, & Inclusion embraces diverse experiences, perspectives, ideas, styles and affiliations as well as fosters an inclusive environment. We believe that we are much stronger as a College as a result of enriching our diversity and creating a culture that promotes inclusion. We strive to ensure that we have policies and practices which are respectful of diversity and inclusion.

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FINANCIAL AID: WHERE DO I BEGIN?

The Federal Government's Department of Education created a document called the Free Application for Federal Student Aid, or FAFSA for short. This application is the same no matter what college or university you attend. Every year you think you will attend a college or university, you need to complete the FAFSA to see what funding you might be eligible to receive. Students who would like to determine their eligibility for financial aid resources can submit a FAFSA. The fastest way to complete the FAFSA is online at studentaid.gov.

Step 1: Create an FSA ID (Student and Parents (if applicable). See below for more information regarding Your FSA ID.
Step 2: Start the FAFSA - studentaid.gov.
Step 3: The FAFSA itself is broken into several sections. Complete each of the sections carefully, making sure that the information is complete and accurate.
Step 4: Ensure you have completed your application: Sign and submit and confirm your submission.
Step 5: It will take 3-5 business days for your application to process. After you have enrolled, monitor your email for additional communications from Student Financial Services regarding your application and the next steps you need to take.

What you will need to complete your FAFSA

You must have the following items handy when you file your Free Application for Federal Student Aid (FAFSA). Watch How to Fill out the FAFSA video.

1. Your FSA ID (see below for more information)

2. Demographic information: social security number or your Alien Registration number (For non-U.S. citizens), date of birth, address, email, gender, telephone number, driver's license number (if the student has a driver's license), marital status (including dates), citizenship status, education history and interest in work-study

3. **Peirce College School Code: 003309**

4. Your tax return and W2s if you worked or received any federal benefits during the prior, prior year

5. Your parent(s) social security number (if applicable)

6. Your parents' tax return and W2s if they worked or received any federal benefits during the prior, prior year (if applicable)

Your FSA ID

If you have never filed a FAFSA before in your name, you will need a FSA ID. The FSA ID is your username and password. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have a FSA ID, you can create one by visiting **studentaid.gov**

If you've already created a FSA ID but need to recover your username and password, visit **studentaid.gov** and select the "Manage my FSA ID" tab and click the "Forgot my username" or "Forgot my password" links.

Need assistance in creating or resetting your FSA ID? Visit How to Create Your Account Username and Password (FSA ID) to find videos that will guide you through creating or resetting your username and password.

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Additional information

- To view informational videos about Federal Student Aid and the FAFSA at [How to Create Your Account Username and Password (FSA ID](#)
- If you have unanswered questions about the Free Application for Federal Student Aid (FAFSA) process, visit [FAFSA Help](#) to get in-depth information about the FAFSA form and what to expect after you submit your application.
- We always encourage you to apply for scholarships available through Peirce College at [Peirce Scholarships](#) or through private organizations at [Finaid.org](#)

If you need additional assistance at Peirce College, Student Financial Services will work with you in helping you complete your FAFSA online and we are here to answer any questions while you are filling out the application. Call 1-800-433-3243 to reach the Department of Education's helpline or contact Student Financial Services at 215-670-9600 or at sfs@peirce.edu.

FEDERAL AID ELIGIBILITY REQUIREMENTS

In order to be eligible for federal financial aid, you must meet the following eligibility requirements:

- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, or meet other standards established by your state and approved by the U.S Department of Education
- Be accepted for enrollment as working towards a degree or certificate in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid Social Security Number
- Make Satisfactory Academic Progress (if you are a returning student)

The Verification Process

In some instances, students are selected for a process called verification where the Department of Education asks the Office of Student Financial Services to double check the information a student initially provided on their FAFSA. If you receive an email from the Office of Student Financial Services regarding verification here are a few things to remember:

1. Respond to all requests in a timely fashion as verification must occur prior to your financial aid funds being applied to your billing statements
2. Please make a copy of all the documents you are being asked to submit.
3. Ask questions if you are unsure what documents are required.
4. Continue to attend your course(s) unless instructed otherwise.

WHEN ARE FORMS DUE?

Federal Deadlines

The Department of Education will allow you to file your Free Application for Federal Student Aid on and after October 1, 2024 until June 30, 2025.

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State of Pennsylvania Deadlines
The Pennsylvania Higher Education Agency Association (PHEAA) (or PA State Grant Program as it is also known) offers eligible Pennsylvania residents the opportunity to apply for the state grant. A grant is money that does not have to be repaid back to the PA State Grant Program. PHEAA suggests that students and families file the FAFSA by June 1 each year as the Free Application for Federal Student

Aid (FAFSA) is communicated to PHEAA of students' Pennsylvania resident status. These funds are limited and if you miss the deadline, you may not receive a grant for the current award year. To review frequently asked questions and learn more, go to https://www.pheaa.org/grants/state-grant-program/state-grant-faq.shtml.

Peirce's Priority Deadline
Student Financial Services prioritizes funding resources for students to complete the Free Application for Federal Student Aid by June 1st. Funding resources are limited and often run out early in the year.

What does an academic year look like at Peirce?
Peirce College is a Scheduled Academic Year (SAY)/ Borrower Base (BBAY) institution that operates on a traditional calendar and will follow the guidelines under SAY/BBAY1. SAY must meet the FSA requirements for an academic year (as defined in Volume 3, Chapter 1 of the FSA Handbook), there is no minimum number of weeks required for a summer term; however, the term must be considered academically equivalent to a standard term. This means the credit received for coursework completed in the summer is equivalent to credit for coursework completed during a term normally considered a part of the school's academic year.

For Direct Loans purposes, guidance under BBAY 1 for credit-hour programs with SAY (as defined in Volume 8, Chapter 6 of the FSA Handbook) further explains the treatment of a shorter summer term for standard-term that use a scheduled academic year (SAY):
Like a SAY, a BBAY 1 must meet the minimum FSA requirements for an academic year. However, a BBAY 1 that includes a summer term may include fewer than 30 weeks of instructional time or fewer credit hours than the minimum number required for an SAY. This is because a summer term may be shorter than a standard term in an SAY, but is recognized as academically equivalent to a standard term when used as one of the terms in a BBAY 1(this exception applies only to a BBAY 1 used as an alternative for a program with an SAY).

UNDERGRADUATE LOAN CERTIFICATIONS

If you choose to borrow through the Federal Government's loan programs, please note that you must complete a Master Promissory Note (MPN) and loan entrance counseling online at studentaid.gov. You will need to set aside some time (about 30 minutes) to complete both processes. If you have completed the MPN and entrance counseling electronically within the past 5 years, please let the Office of Student Financial Services know and we will retrieve them electronically. The amount of loan money students can borrow depends on their enrollment level at the College.

Federal direct loans are a major source of financial aid for many college students. All loans, including federal direct loans, represent debts that must be repaid; however, most federal direct loans do not go into repayment until 6 months after you cease enrollment, graduate or have an enrollment status of less

than half time. In addition to delayed repayment, most federal direct loans have relatively low interest rates, several repayment options from which a student can choose.

Direct Subsidized Loan
A loan for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time (6 credits), during your grace period, and during deferment periods.

Direct Unsubsidized Loan
A loan for students that has interest while the student is in school. The student can choose to pay the interest while in school or make payments when he/she has stopped attending on an at least half-time (6 credits) basis.

PLEASE NOTE: Unsubsidized student loans begin to accrue interest at the time of disbursement, so you can expect to repay more than the amount you borrowed.

Direct Parent Loan for Undergraduate Students (PLUS)
The parent or parents of a dependent student can borrow a PLUS for their dependent. Son or daughter. This is a credit-worthy note so the parent would go through a credit check. The parent should know that the federal government is going to check the credit bureau such as Transunion, Equifax, and/or Experian. If the parent is approved for this loan, then the PLUS loan is in the parent's name. If the parent is denied, then the student is eligible for an increased amount of funding in the unsubsidized loan.

CONSORTIUM AGREEMENT

Students who want to take classes at Peirce College and another college/university during the same semester may be able to use financial aid, to pay for tuition and fees, at both places provided that requirements for a consortium agreement are satisfied. A consortium agreement will determine your eligibility for Title IV Financial Aid. Only one school can be considered the "home" school, while the other is the "host" school. As the home school, Peirce College may determine and recommend federal financial aid programs based on a student's enrollment and cost of attendance at the host school, provided that permission was obtained to transfer the host school's courses to a Peirce College Academic Program.

The purpose of a consortium agreement is to ensure disbursement of the proper amount of Title IV financial aid. Consortium agreements will only be processed if it is necessary for students to receive Title IV financial aid.

For students who enroll simultaneously at Peirce and another college/university, the total registration credit hours between the two schools will be used to determine your Title IV financial aid eligibility. Students who receive Title IV financial aid for classes taken at another college or university, are required to submit an official transcript of these courses to the Peirce College Registrar's Office. Consortium agreement process:

1. Determine which courses you would like to take at another college/university
2. Speak with your Academic Advisor to make sure the course(s) will transfer back into Peirce College.
3. Speak with the Office of Student Financial Services to obtain the consortium agreement application and to make sure you will have enough federal and/or PA State aid to cover courses at both institutions.

4. Return the consortium agreement application to Student Financial Services once all sections have been completed.
5. The office of Student Financial Services may contact the host institution to verify enrollment at their college/university.
6. Once your courses are completed at the host institution submit an official transcript to the Registrar's Office at Peirce College.

All courses which are taken through the consortium agreement must count towards your degree and be transferable into Peirce College.

PLEASE NOTE: The host institution determines how they will accept payment for the course(s) taken. Many institutions will require a deposit or partial payment while others may allow you to pay once the course has been completed. It is your responsibility to inquire with the host institution about their billing and payment procedures.

Consortium Agreement Application processing may vary; therefore, it is recommended for students to plan ahead to complete the consortium agreement process and registration at the host institution. A suggested submission time is three weeks prior to the start date of courses offered at the host institution.

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FEDERAL AND STATE AID FOR CRIMINAL CONVICTIONS

Any student who has been convicted of any offense under any Federal or State law may have limited eligibility for Federal Student Aid. Peirce College does not participate in an approved prison education program. Students will criminal convictions can use the following chart to review potential eligibility:

Students Confined in an Adult Correctional or Juvenile Justice Facility	Not Eligible for Federal Aid while confined or incarcerated.
Students Exiting Incarceration	Eligibility reinstated upon release, if all other aid factors are met.
Students on Probation or Parole	Eligible if all other aid factors are met.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The FAFSA Processing System maintains a hold file of those who have received such a judgment, and it checks applicants against that file to determine if they should be denied aid. Student Financial Services will communicate with any students whose FAFSA contains such hold.

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INSTITUTIONAL REFUND

When a student registers for courses, a seat in one or more classes is reserved for him/her, and tuition and fee costs are incurred. These charges must either be paid by the student or charged to his/her financial aid. It is the responsibility of the student to take advantage of the instructional services that have been reserved. If a student does not want to remain in a particular class and does not want to be liable for the tuition and fees for the course, then he/she must officially drop the course within the drop/add period

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(100% of tuition will be refunded). If the course is not dropped within the drop/add period, tuition is refunded on the basis of the following schedule:

Drop/Withdrawal Occurring	Percent of Tuition Charged	Percent of Tuition Refund
On or Before First Day of Class	0%	100%
During Drop/Add Period	0%	100%
After Drop/Add Period	100%	0%

MARYLAND INSTITUTIONAL REFUND POLICY

Peirce College is registered by the Maryland Higher Education Commission to enroll Maryland students in its fully online distance education programs. The following Refund Policy applies to student resident in the State of Maryland who are enrolled in online courses and programs at Peirce College for the period of July 1, 2024 through June 30, 2025.

Peirce College:

a) Shall provide a refund to any student who has completed 60% or less of a course, term, or program within the applicable billing period,

b) Shall conform to §11–202.2. (d)(1) and (2) of the Annotated Code of Maryland, and to COMAR 13B.05.01.10, and

c) Shall provide for refunds of tuition to Maryland students as provided above

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

Please refer to the Institutional Refund Policy applicable to non-Maryland residents.

RETURN OF TITLE IV POLICY, HIGHER EDUCATION ACT (HEA)

Title IV of the Higher Education Act of 1965, as amended in 1998, (Title IV, and HEA program) establishes general rules that apply to Federal Student Aid programs. A statutory schedule is used to determine the amount of Title IV funding a student has earned when they cease attendance or withdrawal during the period of enrollment. This policy is mandated by Federal Regulation (HEA, Section 484B; 34 CFR Part 668; 34 CFR Part 682) and affects those students who received any Title IV aid during the semester.

Return of Title IV Policy

This policy applies to students who officially withdraw, unofficially withdraw, or are dismissed from enrollment. It is separate and distinct from the Peirce College Institutional Refund Policy, outlined in the college catalog. The calculated amount of the Return of Title IV (R2T4), HEA funds that are required for

the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV (federal) aid earned is based on the complete days/academic attendance in a term and the total aid received; it has no relationship to student's incurred institutional charges, payments, or non-federal aid. Title IV Aid is awarded to the student under the assumption that the student will attend school for the entire period of enrollment for which the aid is intended. When a student ceases enrollment they may no longer be eligible for the full amount of Title IV, HEA funds originally awarded.

Peirce College has 45 calendar days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Eligibility for post withdrawal disbursements will be confirmed within 30 calendar days of the date that the student withdrew. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdrawal disbursement notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds.

If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid.

Official Withdrawal from Peirce College

A student is considered to be officially withdrawn:

1. The date the student provided official notification of intent to withdraw, in writing or orally; or
2. The date the student began the withdrawal process. A student is allowed to rescind this notification in writing to the Registrar's Office. If the student subsequently drops/withdrawals, the student's withdrawal date is the original date of notification of intent to withdraw.

Official dates and deadlines for withdrawing are published annually via the Academic Calendar. Students who are withdrawing are advised to complete the withdrawal form online by logging into Peirce OneLogin, My.Peirce under the My Advising tab, or through a form request with an Academic Advisor.

A student is considered a withdrawal from classes offered in a session of enrollment when the student ceases attendance at any point prior to completing the period of enrollment unless the school obtains confirmation from the student at the time of withdrawal that the student will attend a session that begins later in the same period of enrollment. This confirmation must be obtained at the time of the withdrawal even if the student has registered for subsequent courses within the same semester.

Unofficial Withdrawal from Peirce College

Unofficial withdrawals encompass all other withdrawals where official notification is not provided to Peirce College. If a student does not officially withdraw and subsequently fails to earn a passing grade in at least one course offered over an entire period, Peirce College must assume, for Title IV purposes, the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

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When a recipient of Title IV grant or loan assistance unofficially withdraws from Peirce College, after having begun class attendance during a period of enrollment, Peirce College must determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. For these unofficial withdrawals, the withdrawal date is the last date of an academically related activity in which the

student participated as stated by the professor of record or authorized departmental representative, if a withdrawal can't be determined the withdrawal date will be assumed as the midpoint of the period of enrollment or the equivalent date for sessions of enrollment, as applicable.

Return to Title IV Aid Processing

Upon receipt withdrawal information, Peirce College will complete the following:

1. Student Financial Services (SFS) verifies the student's attendance through the withdrawal form or the school's enrollment records; noting the Withdrawal Date or Last Date of Attendance.
2. The Return of Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned Federal funds for which the institution and/or the student is responsible to return (if any).
   o Calculations are completed using the U.S. Department of Education's Return of Title IV Funds Worksheets, student's registration and withdrawal date.
3. SFS will return the amount of any unearned portion of the Title IV aid for which the institution is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
4. SFS will provide the student with an email explaining any returns that have been made to the Title IV programs on the student's behalf as a result of the withdrawal.
   o Remaining unearned Title IV loan funds (e.g. Direct Loans) must be repaid by the student in accordance with the terms of the loans.
5. If a student's scheduled attendance is more than 60 % of the period of enrollment, they are considered to have earned 100 % of the federal funds received for the period of enrollment and no funds will be returned.

Officially or unofficially withdrawing from classes may affect the student's future eligibility for financial aid in accordance with the [Satisfactory Academic Progress Policy (SAP)](#) requirements and/or R2T4 balances owed.

Withdrawal Before & After 60 Percent Point of the Term

Peirce College must perform a R2T4 calculation to determine the amount of earned aid up through the 60 % point in each period of enrollment. The SFS will use the U.S. Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60 % point of the period of enrollment, a student has earned 100 % of the Title IV aid they were scheduled to receive during the period. SFS will still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement, for an undisbursed funds.

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Return to Title IV Withdrawal Exemptions

There are two Return to Title IV withdrawal exemption criteria established by the U. S. Department of Education as of September 2020 (Federal Register Volume 85, Number 171). Before conducting an R2T4 calculation for a student who has ceased attendance during a payment period or period of enrollment, SFS will review the student's circumstances to see if they qualify for any of the R2T4 withdrawal exemptions:

1. Withdrawal exemption for graduates/completers:
   - A student who completes all the requirements for graduation from their program before completing the days in the period of enrollment they were scheduled to complete and has withdrawn or otherwise ceased attendance is NOT considered to have withdrawn for Title IV purposes, and no R2T4 calculation is required for that student.
   - This exemption applies to all types of programs (with or without modules).

2. Withdrawal exemptions for programs offered in modules:
   - A student is not considered to have withdrawn if the student successfully completes one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more days and all days between modules.
   - A student is not considered to have withdrawn if the student successfully completes a combination of modules that when combined contain 49 % or more of the number of days in the payment period, excluding scheduled breaks of five or more days and all days between modules.
   - A student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period.
   - When calculating the 49% completion period, the school may not round the percentage up in order to reach the 49% threshold. For example, if the calculation indicated that the student had completed a module(s) comprising 48.7% of the number of days in the overall payment period, the student would NOT meet the withdrawal exemption since the school cannot round the calculation up to 49%.

All withdrawal exemptions apply to students as long as the student and program meet the underlying exemption criteria (i.e. the program is offered in modules, the students are graduates, etc.). A student only needs to meet one of the withdrawal exemptions to be exempt from R2T4.

Example of R2T4 Calculation

1. SFS determines the percentage of Title IV, HEA aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment (excluding breaks of 5 days or more)
   - Example: (18 completed days) / (100 total days) = 18% Title IV Aid Earned
2. SFS determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV, HEA aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.
   - Example: 18 % x ($1000 disbursed + $500 that could have disbursed) = $270 Aid Earned
3. If this percentage is greater than 60 %, the student earns 100 % of the disbursed Title IV, HEA funds or aid that could have been disbursed. If this percentage is less than 60 %, then the percentage earned is equal to the calculated dollar amount earned.

4. Aid to be returned is equal to unearned percentage (100 % minus the Percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds.
5. Funds are returned to the appropriate federal program based on the percentage of aid earned and the order of return dictated by the U.S. Department of Education.
   o Example: $270 Aid was earned, out of $1000 disbursed. Amount of aid to be returned is $730
6. When Title IV aid is returned, the student may owe a balance to the institution.
   o Example: Tuition and Fees = $3000, $1500 Federal Student Aid, and $1500 Other Scholarship. Prior to the withdrawal, the student had a zero balance, and no refund was issued. When the return was complete, the student was able to keep $270 of Federal Aid, and $730 was returned to the Department of Education. Student now has a balance of $730 on account as a result of the R2T4.

Earned Aid

Title IV aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60 % point in the semester. Title IV, HEA aid is viewed as 100 % earned after that point in time. A copy of the worksheet used for this calculation is available through SFS upon written request. Students are notified via their Peirce College Student Email when an R2T4 calculation is completed.

Order of Return

Peirce College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. In accordance with Federal Regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:
- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Return to Title IV With No Freeze Date

Peirce College does not use a R2T4 Freeze Date (RFD); there for before completing the R2T4 Student Financial Services must review the types of aid a student is receiving and enrollment within modules before determining the numbers of days to include in the denominator of the R2T4 calculation.

- For students eligible for a Federal Pell Grant; if the student attended at least one day in the course/module; or
- For students eligible for a Direct Loan or Federal Supplemental Educational Opportunity Grant (FSEOG) funds during the period, if the student attended at least one day in the course/module or was enrolled or registered in the course/module for the period at any time on or after the first day of the period, even if the student did not attend the course/module.

VIII. FINANCIAL AID

Post-Withdrawal Disbursement Conditions

If a student's financial aid had not been fully disbursed prior to the student's date of withdrawal; the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they may be eligible to receive a post-withdrawal disbursement. Under these circumstances, a R2T4 calculation must be performed to determine whether the student is actually eligible for a post-withdrawal disbursement. The following conditions apply when processing a post-withdrawal disbursement:

1. If, before the student's withdrawal date the Federal Loans was originated by Peirce College.
2. In all Title IV loan programs, a promissory note must be signed for a loan to be included as Aid that could have been disbursed in an R2T4 calculation. The signature may be obtained after the student withdraws. However, for the loan to be included as "Aid that could have been disbursed", the promissory note must be signed before the school performs the R2T4 calculation.
3. If the student is eligible for a post-withdrawal disbursement of a loan, SFS will send notification of post-withdrawal disbursement eligibility to students within 30 calendar days after the student withdraws. Students will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement offer in writing before the loan funds are disbursed. Late responses are not accepted.
4. SFS will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 calendar days of the date Peirce College determined the student withdrew and disburse any loan funds a student accepts by the post withdrawal disbursement deadline within 180 calendar days of the withdrawal date.

Time Frame for the Return of Title IV Aid

The following rules apply when completing a Return calculation for a student:

1. Peirce College will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date Peirce College determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 calendar days of that date.
2. Unless a student subject to verification has provided all required verification documents in time for Peirce College to meet the Return deadlines, Peirce College includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation.
3. If it is determined that a student who failed to provide all required verification documents in time for Peirce College to meet the Return deadline and later provides those documents prior to the applicable verification deadline, Peirce College must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
4. To give a Pell Grant to a student, Peirce College must have a valid output document (one with an official Student Aid Index from correct data) while the student is still enrolled for the award year or in the time frame the student qualifies for a late disbursement under 34 CFR 668.164(j)(4)(i).

Return of Title IV Questions

If you have questions regarding R2T4's and Title IV Aid, please contact Student Financial Services at sfs@peirce.edu or 215-670-9600. Additional information can also be found by visiting Federal Student Aid.

VIII. FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with U.S Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive financial aid. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid at Peirce College. Student's progress will be evaluated according to this policy before aid is disbursed each semester.

Satisfactory Academic Progress Standards

Qualitative Measurement (Grade Point Average - GPA)

- Undergraduate Degrees & Certificate programs students must maintain a 2.0 cumulative GPA*.
- Graduate Degrees & Certificate programs students must maintain a 3.0 GPA*.

*GPA requirements for institutional scholarships may be higher. Graduation requirements for GPA may also differ depending on program/degree. See Peirce College catalog for academic policies regarding the treatment of repeated courses and GPA.

Quantitative Measurement/Pace of Progression (Credit Hours)

- Complete at least 67% of cumulative credit hours attempted (i.e., earned divided by attempted)
- 9 credit hours earned divided by 12 credit hours attempted = 9/12 = 75%, Pace Met
- 9 credit hours earned divided by 15 credit hours attempted = 9/15 = 60%, Pace **Not** Met
- Course grades of "W", "F", "I", or "NG" will be considered as attempted and not completed. Audited courses are not considered credits attempted or earned.
- If/when a student completes a course previously graded as an "I", they must notify Student Financial Services of the completion if they wish to have a review of their Pace after the grade has been updated. Peirce will not review completion of "I" courses after the initial SAP Review has been completed.
- Courses completed at Peirce, as well as courses transferred and accepted by Peirce for the students program are considered in the Pace of Progression completion rate.
- Repeat courses are considered as attempted and earned in the Pace of Progress completion rate. See Peirce College catalog for academic policies regarding the treatment of repeated courses.

Maximum Timeframe

Degree requirements must be completed within a 150% of the programs published timeframe. Hours earned at Peirce, as well as hours transferred and accepted by Peirce are considered in this timeframe.

Any student who has exceeded the maximum timeframe and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

The table below represents potential time-frame calculations for standard program per degree type, actual credit amount(s) will vary depending on student's specific program/degree requirements.

	Certificate Program	Associate Degree	Bachelor's Degree	Master's Degree
Credits required	18-30	60-63	121-123	30-36
150% of Length	27-45	90-94	181-184	45-54

VIII. FINANCIAL AID

Please note the following additional considerations regarding SAP Standard
- Credits earned by examination or testing are counted in the calculation of all three standards and treated as both.
- If a student changes degree program(s) or graduates and requests another degree program, his/her coursework will be evaluated to determine the credits that count toward the new program.
- For students that are enrolled in multiple programs, SAP standards will be measured on the longest active degree-seeking program.
- If there is no active degree-seeking program, the longest active certificate program will be used.
- After a degree audit has been evaluated, the count of credits attempted will be reset based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 (including transfer credits) will satisfy requirements in the new degree program, then the count of the attempted credits will be reset from 60 to 30. The student in this example would have a new maximum of 60 additional credits to complete the new associate degree program. Further, this student would have a new maximum of 151 credits to complete a new bachelor's degree. However, if the student does not meet the minimum standard requirements, the student may appeal on the basis of a change in program/degree.

Satisfactory Academic Progress Monitoring
At the end of each semester (Fall, Spring, & Summer), students will be reviewed to assess their SAP status according to the standards of this policy. Students pursuing a second/multiple degree(s) are subject to the same requirements as those students pursuing their initial degree.

Satisfactory Academic Progress Status

Good Standing	A student that is meeting all SAP standards, for their program/degree.
Warning	Warning A student will be placed on Financial Aid **warning** if: • The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. AND/OR • The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section. *A student is placed on **warning** after the 1st semester of failed SAP standards. By the end of the **warning** semester, the student must meet the standards to regain eligibility/return to normal progress. A student is still eligible for financial aid while on **warning**.*
Suspension	A student will be placed on Financial Aid Suspension after the warning semester if: • The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. **AND/OR** • The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section **AND/OR** • The student has reached or exceeded time-frame cumulative credit hours and will not successfully complete the degree requirements. *A student is placed on **Suspension** after their 2nd consecutive semester of failed SAP Standards or reached Timeframe. Students on **Suspension are NOT eligible for Financial Aid**. Students in **Suspension** status have the ability to appeal their Suspension status by completing a SAP Appeal (instructions for SAP Appeal provided below), or attending without Financial Aid until SAP standards are met and the student returns to Good Standing at the end of a semester.*

VIII. FINANCIAL AID

Probation (EDP)	A student is placed on **Financial Aid Probation** when their appeal is approved by the Satisfactory Academic Progress Committee. This status will be reviewed at the end of each semester. Students that are on **Probation (EDP)** that are unable to reach SAP in a single semester following their initial Suspension status, can continue to eligible for aid if they follow their EDP and show academic growth/progress through the following each semester: • The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each **semester** based on their approved EDP. Semester GPA and Pace will be reviewed to determine if the student met this measurement at the end of the semester. • Students on EDP must complete all courses with an above average grade (C or better for UG or B or better for GR) and have semester GPA higher than the previous semester. • Students that wish to change their EDP and/or major must notify their Advisor and Student Financial Services in writing for approval prior to the changes to remain in probation status. A new EDP must be submitted and a letter that addresses the changes needed, describe reasonable rationale for major/schedule change(s), and the progression the student expects to achieve with the updated EDP. • Students are able to submit three adjustments to their EDP during a single probationary period. *If either or both measurements are not achieved, the student will return to **Financial Aid Suspension** and loss of financial aid eligibility. Students that are placed on **Suspension** more than once may appeal up to a maximum of three times during their academic career at Peirce College. Subsequent appeals may not present the same extenuating or mitigating circumstances as previous approved appeals.*

Satisfactory Academic Progress Appeal

A student who has been placed on Suspension may complete and submit a **Satisfactory Academic Progress Appeal and Educational Development Plan,** as a request for reinstatement. Appeal forms are available online via Student's PCFast portal. Appeals and the Educational Development Plan are due as soon as possible and must be submitted before the 100% add/drop period of the next period of enrollment. If there are extenuating or mitigating circumstances contributing to their inability to meet the SAP requirements, students may appeal for one of the following reasons:

Circumstance(s) that apply:	Documentation needed (must include dates)
Severe illness, medical condition or injury	Signed & dated letter from physician on official/office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or official obituary
Traumatic life-altering event such as fire, hurricane, Covid-19, etc.	Evidence of such event such as an insurance claim or FEMA application
Other circumstances beyond the control of the student (must explain in detail the nature of the circumstance and dates of the unexpected circumstance)	Appropriate documentation which will verify the situation

The following scenarios are examples of <u>NON-extenuating</u> circumstances and are <u>not an acceptable justification for appealing</u>:

• Youthfulness, immaturity, or lack of focus;
• Difficult coursework or attempted too many credits and couldn't handle the workload;
• Student / Instructor conflicts;
• Transportation issues;
• Poor time management;
• Financial aid processing late or delayed;
• Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications;
• Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success

Reestablishing Aid Eligibility
Students who are not making SAP can restore their eligibility for Financial Aid by taking action that brings them into compliance with the SAP Standards. These actions include: Successfully completing the appeal process, and being placed on probation (EDP) or meeting all minimum SAP standards through continued enrollment.

A student who has been placed on **Suspension** from financial aid for academic reasons and has not had an appeal approved, may be eligible for reinstatement if they enroll in courses at their own expense and meet the criteria listed for Satisfactory Academic Progress. Students that are enrolled and placed on **Suspension** will be reviewed at the end of each semester. Once they have successfully maintained Satisfactory Academic Progress, they will have their financial aid reinstated. A student cannot reestablish eligibility by taking a semester off and then returning from a break and/or reapplying to Peirce College.

If a student chooses to attend another college to increase academic performance before returning to Peirce, the student can request reinstatement by completing a **Satisfactory Academic Progress Appeal**, where they use the school's transcripts as part of their documentation for the appeal. The request for reinstatement will be reviewed by the Satisfactory Academic Progress Committee. The student will be notified whether their financial aid has been reinstated or denied.

By submitting your appeal after the term begins you are responsible for all charges that may be accrued without the eligibility for aid. A student that was on suspension, or on probation then reaches normal progress by meeting SAP requirements, then fails to meet SAP again will go back in **warning**, then suspension progression. A student can then appeal for a second or third time, only if their reasoning for failing the policy is different than before, and new documentation can be provided in lieu of original appeal. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.

Disclosures
Student Financial Services will attempt to notify students via Peirce email address any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients. A student who completes all the academic requirements for a certificate or degree but does not yet have a certificate or degree (or has not applied for graduation) is not eligible for further financial assistance for that certificate or degree.

The Pennsylvania Higher Education Assistance Agency (PHEAA) has a separate policy regarding state grant funds and satisfactory academic progress.

IX. NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Peirce College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and makes public notification of the law. This "official notice" is incorporated into the Peirce College Undergraduate Academic Catalog and is available in the Office of the Registrar and on the Peirce College website https://www.peirce.edu/about-peirce/additional-resources/consumer-information. In addition, a web message directing students to the "official notice" is posted monthly for all students who log on with their unique ID number and password to OneLogin, MyPeirce app. Students with questions about this notice or about FERPA should contact the College at info@peirce.edu, 215-670-9380, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5901, 202-260-3887 (http://www.ed.gov/policy/gen/guid/fpco).

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. These rights include:

- **The right to review and inspect his/her own education records**
  A student has the right to inspect and review his/her own educational records within forty-five (45) calendar days of the date the College receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the College at info@peirce.edu. The written request must identify the record(s) he/she wishes to inspect.

  Upon receipt of such written request, the Dean, Academic Advising and Registrar or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Dean, Academic Advising and Registrar, shall advise the student of the correct official to whom the request should be made.

- **The right to request the amendment of his/her own educational records**
  If a student believes that his/her own educational records contain inaccurate or misleading information or otherwise violates the student's privacy rights under FERPA, the student may submit a request, in writing, to the Registrar seeking that the College amend the record as requested. The written request should identify the part of the educational record that the student wants changed and should specify why it is inaccurate or misleading or otherwise violates the student's privacy rights. Within a reasonable time after receiving such written request, the College shall decide to either amend the educational record as requested or shall notify the student that it has decided not to amend the record and that the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

- **The right to provide written consent to the release of personally identifiable information**
  A student's personally identifiable information contained in his/her educational record may not be released to a third party, including family members, without written authorization of the student, except to the extent that FERPA authorizes disclosure without such consent.

IX. NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA**
  Students may file a written complaint by writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

Disclosure to school officials with legitimate educational interests

One exception that permits disclosure without prior written consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health/counseling staff and work-study students); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties for the College.

Directory Information

Another exception that permits disclosure without prior written consent is disclosure of student directory information of current students. The primary purpose of directory information is to allow the College to include this type of information in certain College publications.

The College has designated the following information as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Photograph
- Major field of study
- Dates of attendance
- Level of education
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

A student has the right to advise the College that he/she does not wish the College to disclose any or all of the above-listed directory information without the student's prior written consent. If a student wishes to exercise that right, the student should contact the College at info@peirce.edu in writing within 30 calendars days of the date of this notification and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

To obtain a list of all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact info@peirce.edu or visit the U.S. Department of Education, Family Policy Compliance Office (FPCO) website at http://www.ed.gov/policy/gen/guid/fpco.

X. SEXUAL VIOLENCE POLICY (TITLE IX)

This policy is only applicable to alleged incidents of sex discrimination (including sex-based harassment and retaliation) that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, please see the College's Title IX Policy located on the intranet and College Website. Title IX Policy (2020 Final Rule): Applies to incidents before August 1, 2024. Title IX Policy (2024 Final Rule): Applies to incidents on or after August 1, 2024.

This Policy applies to the College's education program and activities, circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the College's education program or activities.

The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws or regulations change or court decisions alter the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government laws, regulations, or court holdings.

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STATEMENT OF NON-DISCRIMINATION

PEIRCE COLLEGE (the "College") is committed to providing a work and educational environment free of unlawful discrimination, harassment and retaliation. The College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-based harassment is a form of sex discrimination.
Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The College's Title IX Coordinator is:

> Carrie Robinson, Associate Vice President, Human Resources and Chief Diversity & Inclusion Officer
> 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103
> cnrobinson@peirce.edu
> (215) 670-9328

The College's nondiscrimination policy and grievance procedures can be found on the College intranet under "College Policies" and the College's website.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the College's Title IX Policy located on the website and Intranet.

Title IX Coordinator
Title IX compliance requires the College to respond promptly and effectively when the College has knowledge of conduct that reasonably may constitute sex discrimination. The Title IX Coordinator coordinates the College's efforts to comply with its Title IX responsibilities.

TITLE IX COORDINATOR	Carrie Robinson AVP, Human Resources and Chief Diversity & Inclusion Officer	1608 Walnut Street, Suite 1900 Philadelphia, PA 19103	cnrobinson@peirce.edu	(215) 670-9328

TITLE IX DEPUTY COORDINATOR	Tracey Thomas Assistant Dean, Student Support Services	1608 Walnut Street, Suite 1900 Philadelphia, PA 19103	tathomas@peirce.edu	(215) 670-9423
TITLE IX DEPUTY COORDINATOR	Sherice Sargent, Director, Human Resources	1608 Walnut Street, Suite 1900 Philadelphia, PA 19103	ssargent@peirce.edu	(215) 670-9217
TITLE IX DEPUTY COORDINATOR	Giselle Marte, Associate Director, Faculty Recruitment & Development	1608 Walnut Street, Suite 1900 Philadelphia, PA 19103	gamarte1@peirce.edu	(215) 670-9256

Any person can report sex discrimination in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed in response.

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KEY DEFINITIONS

Clery Act means the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the College publishes required crime statistics and policy statements on or before October 1 of each year.

Complainant means:

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged conduct under Title IX. The following people have the right to make a complaint:

- A Complainant
- A parent, guardian or other authorized legal representative with the legal right to act on behalf of a Complainant; or
- The College's Title IX Coordinator.

Note that a person is entitled to make a Complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any College student or employee; or
- Any person other than a student or employee who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

Confidential employee means an employee in one of the following categories: (1) confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; (2) designated as a confidential resource by the College for purposes of providing support and resources to the complainant; and (3) conducting human subjects research (as approved). For the employees in category (1), they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the notice.

Consent as defined in Pennsylvania is an affirmative decision to engage in mutually acceptable sexual activity and is given by clear words or actions. It is an informed decision made freely and actively by all parties. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion intimidation, isolation, confinement, or force. Agreement given under such conditions does not constitute consent.

Disciplinary Sanction means consequences imposed on a respondent following a determination under Title IX that the respondent violated the College's prohibition on sex discrimination.

Education program or activity includes locations, events, or circumstances in which the College exercises substantial control over both the respondent and the context in which the conduct occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Evidence can be exculpatory (favorable to the respondent) or inculpatory (favorable to the complainant).

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Respondent means a person who is alleged to have violated the College's Title IX policy. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the College's prohibition on sex discrimination. When a sex discrimination complaint alleges that a College policy or practice discriminates on the basis of sex, the College is not considered a respondent.

Retaliation means adverse action including intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under an educational program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

X. SEXUAL VIOLENCE POLICY (TITLE IX)

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- Quid Pro Quo Harassment*:* An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or implicitly conditioning the provision of such an aid, benefit or service on a person's participation in unwelcome sexual conduct.

- Hostile Environment Harassment: Unwelcome sex-based conduct that, based on the totality of circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity. Whether a Hostile Environment has been created is a fact-specific inquiry that includes consideration of the following:

  o The degree to which the conduct affected the complainant's ability to access the education program or activity;
  o The type, frequency, and duration of the conduct;
  o The parties' ages, roles within the education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  o The location of the conduct and the context in which the conduct occurred; and
  o Other sex-based harassment in the education program or activity.

- Specific Sexual Violence Offenses

  o *Sexual Assault* meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

  o *Dating Violence* meaning violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

  o *Domestic Violence* meaning felony or misdemeanor crimes committed by a person who: (A) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim; (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim; or (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

  o *Stalking* meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

Please note: In accordance with the Violence Against Women Reauthorization Act ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the College's Annual Security Report. Reported VAWA crime statistics are based on the definitions above.

X. SEXUAL VIOLENCE POLICY (TITLE IX)

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

Restore or preserve that party's access to the education program or activity, including measures that are designed to protect the safety of the parties or the educational environment; or

Provide support during the College's grievance procedures or during an informal resolution process.

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PROCEDURE FOR REPORTING

If you believe that you have experienced or witnessed sex discrimination (including sex-based harassment or retaliation), the College encourages you to notify the Title IX Coordinator, or another responsible employee as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator.

The criminal process is separate from the College's Title IX Grievance Procedure. Resources for reporting to local law enforcement can be found by contacting the College's Human Resources Department. The Title IX Coordinator or Deputy Coordinator will assist the complainant in reporting the alleged offense to the local police if the complainant requests such assistance. In addition, the importance of preserving evidence for proof of a criminal offense is conveyed to the complainant at the time of first reporting. Although the College strongly encourages all member of its community report Sexual Violence to law enforcement, it is the complainant's choice whether or not to make such a report. The College's response to alleged violations of this policy does not preclude the possibility of criminal action by civil authorities, should the complainant wish to pursue this course of action.

A report provides notice to the College of an allegation or concern about sex discrimination and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A complaint provides notice to the College that the complainant would like to initiate an investigation. A complainant or individual may initially make a report and may decide at a later time to make a complaint.

A College employee who either has authority to institute corrective measures on behalf of the College or has responsibility for administrative leadership, teaching, or advising are considered mandatory reporters and are expected to promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator. All other employees are expected to promptly report all known details of actual or suspected sex discrimination to the Title IX Coordinator or provide the Title IX Coordinator's contact information to the individual making the report.

Mandatory reporting may be suspended during a public awareness event. A Title IX Coordinator is not obligated to act in response to information provided by a person during a public event to raise awareness about sex discrimination or sex-based harassment that is on campus or through an online platform sponsored by the College, unless the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. Confidential reporting resources, such as pastoral or professional counselors do not generate reports to the Title IX Coordinator. The College does not employ confidential employees. Local crisis, mental health and victim resource hotline information is available below. Information shared with confidential resources will not be shared with the College (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

X. SEXUAL VIOLENCE POLICY (TITLE IX)

Community Resources, Counseling, Mental Health

Philadelphia Special Victims Unit	300 E. Hunting Park Avenue Philadelphia, PA 19124	215-387-9500	Provides initial emergency medical treatment and crisis counseling for services for sexual assault victims
Rape, Abuse & Incest National Networks		800-656-HOPE www.rainn.org	RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault.
New Jersey Coalition Against Sexual Assault	Trenton, NJ 08609	800-601-7200 24-hour hotline	Provides confidential, hotline, crisis counseling, referral services and emergency client support.
Philadelphia Care Against Violence (WOAR) **www.woar.org**	One Penn Center 1617 JFK Blvd; Suite 1100 Philadelphia, PA 19103	215-985-3333 24- hour hotline	Counseling, hotline and information about sexual violence and emergency client support.

SUPPORTIVE MEASURES

The College will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the education program or activity or provide support during the College's Title IX Grievance Procedures or during the informal resolution process. Supportive measures may include, but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures, in collaboration with other campus resources as deemed necessary. The parties are provided with a timely opportunity (within two business days) to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures.

Victims of sexual violence offenses will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the College and in the community.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures.

X. SEXUAL VIOLENCE POLICY (TITLE IX)

ONLINE MISCONDUCT

Although the College may not control websites, social media or other online platforms through which communication that violates the College's policy are made, the College will address reported communications. Online manifestations of the behavior prohibited in this policy are also potential violations of College policy if the communications have an effect on the education program and activity or when they involve the use of College networks, technology or equipment.

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GRIEVANCE PROCEDURE

The College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination (including sex-based harassment and retaliation) made by students, employees, or other individuals who are participating or attempting to participate in the education program or activity, or by the Title IX Coordinator.
These grievance procedures apply to all complaints of sex discrimination. As indicated within this policy, additional grievance procedures apply to sex-based harassment complaints involving student complainants or student respondents.

When a party is both a student and an employee, the College will make a fact-specific inquiry, including whether the party's primary relationship with the College is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

The College will treat complainants and respondents equitably. The College requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decision maker may be the same person as the Title IX Coordinator or investigator.

The College presumes that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of its Grievance Procedures.

Timeframe
The College will make a good faith effort to complete the Grievance Procedures within 60-90 business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The parties will receive updates on the progress, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are normally completed within 60 business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors. The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement or the absence of parties and/or witnesses.

The College may consolidate complaints where allegations arise out of the same facts or circumstances.

Title IX Coordinator Initiated Complaint
The Title IX Coordinator has ultimate discretion as to whether a complaint is initiated. If a complainant does not wish to file a complaint (or withdraws any or all of the allegations), the Title IX Coordinator will offer supportive measures and determine whether to initiate a complaint. The Title IX Coordinator will

determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a complaint. The Title IX Coordinator considers the following factors:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decision maker in determining whether sex discrimination occurred;
- Whether the College can end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures; and
- Any other factors deemed relevant by the Title IX Coordinator.

The Title IX Coordinator will notify the complainant prior to initiating the complaint and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures

Notice of Investigation and Allegations

Upon initiation of the College's Title IX grievance procedures, the College will notify the parties in writing of the following:

- The College's Title IX grievance procedures and any informal resolution process;
- A meaningful summary of the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence;
- The name(s) of the investigator(s), along with the process an individual can follow to assert a conflict of interest concern against the assigned investigator(s);
- A statement informing the parties that knowingly making false statements, including knowingly submitting false information is prohibited; and
- Detail on how a party may request disability accommodations or other support assistance during the Grievance Procedure.

If, in the course of an investigation, the College decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the College will notify the parties of the additional allegations.

If the complaint is a student sex-based harassment complaint, the College will notify the parties in writing of the following with sufficient time for the parties to prepare before any initial interview:

- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the Grievance Procedures. Prior to such a

determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;

- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;

- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If the College provides access to an investigative report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and

- The College's Code of Conduct and Reporting policy prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

Dismissal of a Complaint

The College may dismiss a complaint at any point within the grievance process if one or more of the following grounds are met:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the College's education program or activity and is not employed by the College;
- The complainant voluntarily withdraws any or all of the allegations in the complaint (withdrawal must be in writing if a sex-based harassment complaint), the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the College will promptly notify the complainant in writing of the dismissal and the rationale for dismissal. If the dismissal occurs after the respondent has been notified of the allegations, the College will notify the parties simultaneously in writing of the dismissal.

The dismissal decision is appealable by any party. If the dismissal is appealed, the College will follow the procedures outlined in the *Appeals* section.

Dismissal does not preclude action by the College under other Policies located on the Intranet under "College Policies" for employees and described in the *Undergraduate College Catalog* and *Graduate College Catalog*, including but not limited to:

EMPLOYEE	STUDENT
Code of Ethics	Code of Student Conduct & Responsibility
Equal Employment Opportunity	Equal Opportunity
Acceptable Use of College Information Technology	Acceptable Use of College Information Technology
Campus Safety Procedures	Campus Safety & Security
Mandatory Child Abuse Reporting	Violation of Copyright Laws
Corrective Counseling Policy	Academic Progress, Probation and Dismissal
Alcohol & Drug Policy	Academic Honesty

X. SEXUAL VIOLENCE POLICY (TITLE IX)

Advisor

An advisor is an individual who serves to assist a party in a complaint of sex-based harassment and is allowed to attend any meeting related to the grievance procedures. A student can choose an advisor of their choice, who may be but is not required to be an attorney. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party. If one party is a student, and the other party is not they will have the same right to an advisor.

The College may establish restrictions regarding the extent to which the advisor may participate in these Grievance Procedures, as long as the restrictions apply equally to the parties. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so. The parties are expected to ask and respond to questions on their own behalf.

The College may permit the parties to have more than one advisor, or an advisor and a support person, upon special request to the Title IX Coordinator. The decision to grant this request is at the Title IX Coordinator's sole discretion and will be granted equitably to all parties**.**

Informal Resolution

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, state or local law. The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through informal resolution. Before the initiation of an informal resolution process, the College will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume formal grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume formal grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX formal grievance procedures if such procedures are initiated or resumed.

Investigation

The College will provide for adequate, reliable, and impartial investigation of complaints. The burden is on College—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred.

For sex-based harassment complaints, the College will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. The College will also provide the parties with the same opportunities, if any, to have other people than the advisor of the parties' choice present during any meeting or proceeding.

The College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The College will

review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The College will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the College provides a description of the evidence, the College will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- The College will provide a reasonable opportunity (7 business days) to respond to the evidence or the accurate description of the evidence; and
- The College will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the formal grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

For sex-based harassment complaints, the College will provide each party and their advisor, if any, an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence. If the College provides access to an investigative report, it will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party. The College will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the investigative report. The College will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information.

Interview Recording
Investigators will create a record of all interviews pertaining to the Grievance Procedure. The parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

Questioning the Parties and Witnesses
The College will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations. To the extent credibility is in dispute and relevant to one or more of the allegations, the decision maker may meet individually with the parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.

For sex-based harassment complaints, the decision maker will question parties and witnesses to adequately address a party's or witnesses' credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. The College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility will:

- Allow the investigator or decision maker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decision maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and

- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the decision maker to evaluate the questions and limitations on questions

For sex-based harassment complaints, the decision maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing will not be permitted. The decision maker will give a party an opportunity to clarify or revise a question that the decision maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions

The decision maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decision maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions

Evidence

The College will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (*i.e.*, will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the

  complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Determination

If the decision maker is not the investigator, the decision maker will review the investigative report and all relevant evidence to make a finding and determine sanctions, if applicable. In accordance with the procedure above, the decision maker can ask the parties or any witnesses additional relevant questions through individual meetings. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions asked by the decision maker may explore credibility. Typically, within 3 business days of the last individual meetings, the recordings or transcript will be provided to the parties for review. The parties will then have 3 business days to review these recordings or transcripts and pose

any follow-up questions. The decision maker will review the proposed questions to determine relevance and permissibility. If deemed necessary, the decision maker will meet with the parties or witnesses for whom there are relevant, non-duplicative follow-up questions. These follow-up meetings will also be recorded, and the parties will receive the recordings or transcripts. This is the final round of questioning, unless the decision maker determines that an additional round is necessary.

Any new, relevant evidence and information obtained will be added to the investigative report. The College will provide a reasonable opportunity (7 business days) to review and respond to the evidence or the final investigative report.

The decision maker's determination process typically takes 15 business days. However, the timeframe may vary based on a number of factors. The parties will be notified of any delays. Following the investigation, the decision maker will evaluate the investigative report and all relevant and not otherwise impermissible evidence. The College will then:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination/sex-based harassment occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination/sex-based harassment occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination/sex-based harassment occurred.
- Notify the parties in writing of the determination including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.
- For sex-based harassment determinations, the College will notify the parties in writing of the determination whether sex discrimination occurred under Title IX including:

  o A description of the alleged sex-based harassment;
  o Information about the policies and procedures that the College used to evaluate the allegations;
  o The decision maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
  o When the decision maker finds that sex-based harassment occurred, any disciplinary sanctions the College will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the complainant, and, to the extent appropriate, other students identified by the College to be experiencing the effects of the sex-based harassment; and

  o The College's procedures and permissible basis for the complainant and respondent to appeal

- Not impose discipline on a respondent unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited conduct.
- If there is a determination that a violation occurred, the Title IX Coordinator will, as appropriate:
  o Coordinate the provision and implementation of remedies to a complainant and other people the College identifies as having had equal access to the education program or activity limited or denied;
  o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity.

- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX formal grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

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DISCIPLINARY SANCTIONS AND REMEDIES

Disciplinary sanctions against the Respondent will not be imposed before completion of the College's Grievance Procedure. Following a determination of responsibility, appropriate corrective action will be taken, and the College will take steps to prevent recurrence. Disciplinary sanctions taken will be determined on a case-by-case basis. For disciplinary action to be issued under this policy, the respondent must be a College employee or student at the time of the alleged incident.

Factors considered when determining disciplinary sanctions may include but are not limited to:

- Nature, severity of, and circumstances surrounding the violations(s);
- Respondent's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- Need for disciplinary action to bring an end/prevent future reoccurrence of the violation;
- Need for disciplinary action to remedy the effects on the Complainant and the College community;
- Impact on the parties;
- Any other information deemed relevant by the decision maker.

Disciplinary sanctions for student-related claims may include, but are not limited to: additional training; restriction on contact; warning; suspension; or termination. Disciplinary sanctions will be placed in a student's permanent academic file. Any employee determined by the College to be responsible for a violation of the College's policy will be subject to appropriate disciplinary sanctions, up to and including termination. Disciplinary sanctions will be placed in an employee's permanent personnel file. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

- Disciplinary sanctions which may be imposed against a student or employee found in violation of this policy include:
- Disciplinary Warning or Reprimand - a disciplinary warning or reprimand is an official written statement of censure;
- Letter of Apology to the Aggrieved Party - a student/employee may be required to write a letter of apology to the aggrieved party;
- Requirement to Seek Counseling - the student/employee shall be required to provide evidence to the Title IX Coordinator of attendance and completion of counseling by a qualified professional;
- Participation In, or Conducting, Special Workshops, Classes or Seminars - a student/employee may be required to participate in, or to develop, and present special workshops or seminars related to a Title IX violation;
- Research Assignments - a student may be required to complete a research assignment on a topic related to the Title IX violation within a specified deadline;

- Community Service - a student/employee may be required to perform work assignments at the College or in the local community;
- Persona Non Gratis - prohibiting entry into a specific building on campus for a specific amount of time due to interference with the community;
- No Contact Order - prohibits contact between students/employees when there exists a reasonable concern that physical or psychological harm may result from such contact;
- Withholding of an Official Transcript - may be imposed upon a student who fails to fulfill sanction requirements for a violation;
- Disciplinary Probation - disciplinary probation may be imposed for a specified period of time;
- Suspension/Administrative Leave – suspension/administrative leave from the College; the duration will be determined by the decision maker;
- Expulsion/Termination – is the most severe sanction that the College may impose and is permanent dismissal from the College. In addition, the student is not eligible for readmission to the College, the employee is not eligible for rehire and students/employees will be permanently barred from Peirce College property and from all College-sponsored events;
- Other sanctions as deemed appropriate by the decision maker.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

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APPEALS

The College will offer an appeal from a dismissal of a complaint or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

When a complaint is dismissed, the College will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the education program or activity.

If a party appeals a dismissal or determination whether sex-based harassment occurred, the College will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;

- Ensure that the decision maker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

An appeal must be submitted in writing within seven (7) business days. Any additional procedures or bases for appeal the College offers will be equally available to all parties.

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RETALIATION PROHIBITED

The College prohibits retaliation, including peer retaliation. If the College has information about conduct that reasonably may constitute retaliation under Title IX, the Title IX Coordinator will contact the reporting party or party experiencing the retaliation. Upon receiving a complaint alleging retaliation, the College will initiate its grievance procedures utilized for other forms of sex discrimination.

Training

The following individuals must receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX and annually thereafter. This training is in addition to other state-required sexual harassment prevention and education. These individuals include:

- *All employees.* All employees must be trained on the College's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and; all applicable notification and information requirements for the formal Grievance Procedure
- *Investigators, decision makers, and other persons who are responsible for implementing the grievance procedures or have the authority to modify or terminate supportive measures.* In addition to the training requirements as an employee, all aforementioned individuals must be trained on the College's obligations in the Grievance Procedure; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias and; the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the aforementioned formal grievance procedures.
- *Facilitators of informal resolution process.* In addition to the training requirements as an employee, all facilitators of an informal resolution process must be trained on the rules and practices associated with the informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.
- *Title IX Coordinator and designees.* In addition to the training requirements as an employee, and Grievance Procedure participant, and informal resolution officer, the Title IX Coordinator and any designees section must be trained on their specific responsibilities; the recordkeeping system; and any other training necessary to coordinate the College's compliance with Title IX.

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EMERGENCY REMOVAL

The College can remove a respondent entirely or partially from the education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The College will provide the respondent with notice and an opportunity to challenge the decision

immediately following the removal.

When an emergency removal is imposed, the affected student will be notified of the action, which will include a written rationale, and the option to appeal the emergency removal within two (2) business days of the notification. Upon receipt of an appeal, the Title IX Coordinator will meet with the student (and their advisor, if desired) as soon as reasonably possible thereafter to allow them to demonstrate why the removal/action should not be implemented or should be modified. When this meeting is not requested within two (2) business days, objections to the emergency removal will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

When the respondent is an employee (or student employee) accused in the course of their employment, Human Resources provisions for interim action, including leave, are typically applicable instead of the above emergency removal process.

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FEDERAL TIMELY WARNING OBLIGATIONS

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community. The College will ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

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IMPARTIALITY AND CONFLICTS OF INTEREST

Any Title IX personnel materially involved in the Grievance Procedure may neither have or demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent. At any time, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with either of the individuals below:

Dr. Rita Toliver-Roberts, Ed. D, Vice President Academic Affairs, Provost
rjtoliver@peirce.edu
(215) 670-9401

Mr. Brad Hodge, Vice President, Enrollment Management & Student Services
bkhodge@peirce.edu
(215) 670-9210

Ms. Elizabeth Krapp, Vice President, Finance & Administration
emkrapp@peirce.edu
(215) 670-9128

X. SEXUAL VIOLENCE POLICY (TITLE IX)

CONFIDENTIALITY/PRIVACY

The College makes every effort to preserve the parties' privacy. The College will keep confidential the identity of the complainant, respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Procedure.
The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the formal grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The College will not disclose personally identifiable information obtained in the course of compliance with this policy, except in the following circumstances: (1) If there is prior written consent from a person with the legal right to consent to the disclosure; (2) When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue; (3) To carry out the purpose of the policy including action taken to address conduct that reasonably may constitute sex discrimination under Title IX; (4) As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or (5) To the extent such disclosures are not otherwise in conflict with Title IX or this part, when required by State or local law or when permitted under FERPA, 20 U.S.C. 1232g, or its implementing regulations, 34 CFR part 99.

The parties and their advisors are prohibited from disclosing information obtained by the College through the Grievance Process, to the extent that information is the work product of the College (meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a complaint), without authorization. It is also a violation to publicly disclose college work product that contains a party or witness's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

RECORDKEEPING

For at least seven (7) years following the conclusion of the Grievance Procedure, the College will maintain records of:

- Each investigation and resolution, including any determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
- Any disciplinary sanctions imposed on the respondent.
- Any supportive measures provided to the parties and any remedies provided to the complainant or the community designed to restore or preserve equal access to the education program or activity.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom.
- All materials used to provide training to the Title IX Coordinator and designees, investigators, decision makers, appeal decision makers, informal resolution facilitators, and any person who is

  responsible for implementing the College Grievance Procedures or who has the authority to modify or terminate supportive measures. The College will make these training materials available for review upon request.

- All materials used to train all employees consistent with the requirements in the Title IX Regulations.

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DISABILITY ACCOMMODATIONS

Qualified students with a disability needing reasonable accommodations should contact the Title IX Coordinator, who will work with College's Disability Coordinator. Employees with a disability needing reasonable accommodations should contact their Manager and/or Human Resources. All parties will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Parenting and Pregnant Students
The College does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The College does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity. The College ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the College of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to education programs or activities.

The College does not require supporting documentation unless the documentation is necessary and reasonable for the College to determine the reasonable modifications for the qualifying student.

Reasonable Modifications
The College ensures that reasonable modifications to the policies, practices, or procedures will be provided as necessary to prevent sex discrimination and ensure equal access to the education programs or activities. Each reasonable modification is based on the student's individualized needs. In determining what modifications are required under this paragraph, the College will consult with the student. If a modification would fundamentally alter the nature of its education program or activity, the Title IX Coordinator must demonstrate it is not a reasonable modification.

A student has discretion to accept or decline each reasonable modification offered. Reasonable modifications may include, but are not limited to:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- Intermittent absences to attend medical appointments;
- Changes in schedule or course sequence;
- Extensions of time for coursework and rescheduling of tests and examinations;
- Allowing a student to sit or stand, or carry or keep water nearby;
- Counseling;
- Changes in physical space or supplies (for example, access to a larger desk or a footrest);
- Elevator access; or other changes to policies, practices, or procedures.
- Allow for "off camera" participation in classes.

Voluntary Leave

Pregnant students are allowed to voluntarily access any separate and comparable portion of the education program or activity. Students may also voluntarily take a leave of absence from the College educational program or activity to cover, at minimum, the period of time deemed medically necessary by student's licensed healthcare provider. To the extent that a student qualifies for leave under the College's leave of absence policy, that allows a greater period of time than the medically necessary period, a student is permitted to take voluntary leave under that policy instead of the parenting and pregnant policy if the student so chooses. When the student returns to the College, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.

Lactation Space

The College ensures parenting students and employees can access a lactation space that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. To request information on the lactation space available, contact the Human Resources Department at HR_team@peirce.edu or Assistant Dean, Student Support Services at tathomas@peirce.edu

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ADDITIONAL INFORMATION

Students and employees may contact the Title IX Coordinator with any questions related to this policy. Concerns about the College's application of this policy and compliance with Title IX may also be addressed to U.S. Department of Education Office for Civil Rights ("OCR") at 400 Maryland Ave, SW Washington, D.C. 20202-1100, (800) 421-3481, http://www.ed.gov/ocr. For complaints involving employee-on-employee conduct, the Equal Employment Opportunity Commission or other appropriate state or federal enforcement agency can be contacted.

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PRESERVING INFORMATION

Complainants, Respondents, and witnesses should consider whether there is information to gather that might be helpful to investigator(s) and should preserve relevant items. For example, receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, or other social media posts may be helpful during an investigation or hearing. It may be helpful not to delete this information and preserve it for late. Also, Complainants and Respondents are encouraged to write down a list of possible witnesses to submit to investigator(s).

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PROTECTION FROM ABUSE (PFA) AND SEXUAL VIOLENCE PROTECTION (SVPO) ORDERS

A Protection from Abuse Order is a civil order that provides protection from harm by family or household members, sexual or intimate partners, or someone with whom you have a child in common. A Sexual Violence Protection Order is similar to a PFA and offers civil protection to any victim of sexual violence who is a risk of harm from their perpetrator. PFA's and SVPO's are issued by a judge. Peirce College will honor any official PFA's or SVPO's issued. Copies of such orders should be given to the Dean, Academic Advising and Registrar (students) or the AVP, HR and Chief D&I Officer (employees).

XI.   TRANSCRIPT REQUEST

Peirce College has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via the Web. Transcript orders will be transmitted electronically to Peirce College from NSC and will be processed by the Office of the Registrar. Peirce College official paper transcripts will be sent via standard delivery. Official electronic transcripts are converted into a PDF document and delivered to the recipient using the Clearinghouse GlobalSign certificate or Electronic Transcript Exchange. E-transcripts are available only for students entering the College after 1991. Peirce College will not fax or email official transcripts under any circumstances. The College will not accept requests made by telephone, fax, or electronic mail.

Transcripts are released only with the written permission of the student. All financial obligations must be met in order to receive an official transcript. If there are outstanding financial obligations on a student's record, Peirce will only forward an unofficial transcript until payment has been made. The student will be notified if a financial hold exists. Students can order official transcripts using any major credit card; the credit card will only be charged after the transcript has been sent. The fee per transcript ordered is $5.00 or $6.00, depending upon the delivery method chosen. Transcripts can be ordered from Peirce College under the Transcripts Requests portlet on the home page of https://my.peirce.edu.

Requests made by family for a transcript of a deceased person are honored if proof of death, such as a death certificate, is provided. To make this request, please contact the Office of the Registrar at 215-670-9380.

XII. TUITION PAYMENT

Peirce College offers several different payment options. They are as follows:

- Payment in full prior to the start of each session.

- Payment plan set up through the duration of the semester with or without a credit card on file. Notification prior to the due date is emailed to students. (A $35 fee is charged for this service.) Students participating in the payment plan option must sign a payment installment agreement.

A valid credit card must be on file in the Student Billing & Accounts Receivable department as a guarantee of payment for the following options:

- Payment Plan — set up through the duration of a term with or without a valid credit card. The credit card on file is charged on the agreed upon dates without prior notification.

- Tuition Reimbursement — available to students who have the option of being reimbursed by their employer once they submit a paid receipt and the grade. A valid credit card is charged at the end of each course. A paid receipt is then emailed once the student request is submitted to billing1@peirce.edu.

- Tuition Deferment — available to students who have the option of being reimbursed by their employer once they submit an invoice and the grade. An invoice is emailed at the end of the drop/add period of each session once the student request is submitted to billing1@peirce.edu. Payment is made to the College upon receipt of the funds from the employer. If payment is not received after eight weeks, or when the class ends, the credit card on file will be charged.

- Direct Billing — available to students who receive tuition assistance from their employers through a voucher system. Tuition vouchers are submitted to the Student Billing & Accounts Receivable department prior to the start of each session.

Forms for the above-mentioned options can be accessed through the following link: https://my.peirce.edu. All payments are to be in U.S. dollars (cash, check, money order, or credit card). It is the policy of Peirce College that all tuition payments are nonrefundable after the Drop/Add period for each session.

Failure to Comply

Peirce College expects its students to honor their financial obligations, repaying tuition balances in accordance with the payment plan to which they have agreed. The College reserves the right to drop students who are delinquent in their payments from upcoming classes. The College also reserves the right to deny access to the online component of classes for students who are delinquent in their payments. Students are financially obligated to pay the costs of any unreturned library materials. In the event that a student fails to satisfy his/her financial obligations to the College by incurring a past due balance, the student must contact the College immediately to make payment arrangements and to sign a promissory note. If a student's past due balance has had no activity for a two-month period, the College reserves the right to financially dismiss the student and to assign the student's account to a collection agency or to an attorney. A student who has been financially dismissed will be eligible for reinstatement only after he/she has paid his/her balance in full. If a student's account is assigned to a collection agency or to an attorney, the student will be liable for the past due balance as well as for accrued interest and any collection or attorney fees that may be incurred. Students will not be permitted to participate in the commencement ceremony or receive official transcripts and diplomas unless all financial obligations are met.

XII. TUITION PAYMENT

Peirce College will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries, other institutional facilities, or the requirement that a covered student borrow additional funds, on any covered individual because of the student's ability to meet his or her financial obligations to the college due to the delayed disbursement funding from VA under Chapter 31, Vocational Rehabilitation and Employment, Chapter 33, or Post 9/11 GI Bill® benefits.

The trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a webpage and the following trademark attribution notice must be prominently visible: **GI Bill® *is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.***

Undergraduate Tuition and Fees for the 2024-25 Academic Year

Undergraduate Tuition and Fees for the 2024-25 Academic Year Peirce College offers one of the lowest private college tuition costs in the nation. Moreover, we do not charge additional for our online courses or increase tuition for out-of-state students.

- The majority of courses are 3 credits.
- The cost of each credit is $600.
- Total tuition per 3-credit course is $1,800.

Related Costs

- The services fee per term is $330 or $165 per session
- Credit by Exam (per course) $200
- Credit for Portfolio Assessment (per course) $350
- Course Audit fee $200
- Graduation fee $100
- Non-refundable application fee $50
- Payment Plan fee (per term) $35
- Return Check fee (per check) $25
- Transcript fee (per transcript) $5 or $6, depending upon the delivery method chosen
- Late Payment fee (per month for balance due) 1%

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