



Ashford
UNIVERSITY®

Catalog Supplement 2012-2013

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Table of Contents

Ashford University First Course Refund Schedule (Ashford Promise)	1
Tuition and Fees Update.....	2
Course Descriptions	3
Errata.....	6

Ashford University First Course Refund Schedule (Ashford Promise)

Effective for courses starting on or after 11/13/12

The Ashford University First Course Refund Schedule (Ashford Promise) applies to degree-seeking online students who drop or are administratively dropped during their first course.

The Ashford University First Course Refund Schedule (Ashford Promise) is applicable to the first course taken as a degree-seeking student at the undergraduate and graduate level.

PROGRAM	Course Length	1st* week	2nd* week	3rd* week	4th* week	5th* week	6th* week
Nonterm-Based Graduate Level Programs (Online Formats) Refund % by Course LDA	6	100%	100%	100%	0%	0%	0%
Nonterm-Based Undergraduate Level Programs (Online Formats) Refund % by Course LDA	5	100%	100%	100%	0%	0%	N/A
*Refund percentage applied based on week of last date of attendance (LDA).							

Tuition and Fees Update

Please see the 2012-2013 Academic Catalog or www.ashford.edu/online/finance for a complete tuition and fee schedule.

Revision, Effective for students starting on or after January 1, 2013 **Online Undergraduate Programs**

Technology Services-Fee* \$50.00 \$1,290
(per course)

**The Technology Fee covers access to University systems such as the online classroom, the Student Portal, and other academic resources. The Technology Fee is fully refundable if a student does not attend beyond Week 1 of a course (Week 3 if covered under the Ashford Promise Refund Schedule). After this time, the fee becomes non-refundable. Students are charged the Technology Fee for repeated coursework.*

*** The Course Digital Materials (CDM) fee is fully refundable if a student does not attend beyond Week 1 of a course (Week 3 if covered under the Ashford Promise Refund Schedule). After this time, the fee becomes non-refundable. Students are not charged the CDM fee for repeated coursework if previously charged.*

~~*The Technology Services Fee is a one-time fee, applied on the 2nd week of enrollment, post start date for degree seeking students to provide the student with initial configuration setup to University systems such as the online learning platform and other academic support systems. The Technology Services Fee is fully refundable until attendance in the 6th week of enrollment, at which time the fee becomes non-refundable.~~

~~** The Course Digital Materials (CDM) fee is refundable through week one of the course and nonrefundable for drops after week one. Other fees are nonrefundable unless otherwise noted.~~

Revision, Effective for students starting on or after January 1, 2013 **Online Graduate Programs**

Technology Services-Fee* \$50.00 \$1,290
(per course)

**The Technology Fee covers access to University systems such as the online classroom, the Student Portal, and other academic resources. The Technology Fee is fully refundable if a student does not attend beyond Week 1 of a course (Week 3 if covered under the Ashford Promise Refund Schedule). After this time, the fee becomes non-refundable. Students are charged the Technology Fee for repeated coursework.*

*** The Course Digital Materials (CDM) fee is fully refundable if a student does not attend beyond Week 1 of a course (Week 3 if covered under the Ashford Promise Refund Schedule). After this time, the fee becomes non-refundable. Students are not charged the CDM fee for repeated coursework if previously charged.*

~~*The Technology Services Fee is a one-time fee, applied on the 2nd week of enrollment, post start date for degree seeking students to provide the student with initial configuration setup to University systems such as the online learning platform and other academic support systems. The Technology Services Fee is fully refundable until attendance in the 7th week of enrollment, at which time the fee becomes non-refundable.~~

~~** The Course Digital Materials (CDM) fee is refundable through week one of the course and nonrefundable for drops after week one. Other fees are nonrefundable unless otherwise noted.~~

Course Descriptions

(new or revised only)

Please see the 2012-2013 Academic Catalog or www.ashford.edu for course descriptions not listed below.

BUS 312 Business Law II (3 Credits)

Continuation of Business Law I. In-depth study of specific laws and practices as related to contracts, the Uniform Commercial Code, commercial paper, secured transactions, real and personal property, estates, and bankruptcy. Prerequisite: BUS 311.

Offered on-campus.

BUS 323 Risk Management & Insurance (3 Credits)

In this course, students study identification and quantification of risk, the span of methods of handling risk, and common contracts for managing risk. Common commercial/industrial situations and personal risk management situations are addressed.

Offered online.

BUS 342 Financial Planning & Practice (3 Credits)

This course is a study of the various aspects of family financial planning from the perspective of the financial planning professional. It introduces the legal and regulatory issues affecting financial planners, defines the client-planner relationship, and prepares the planner to conduct family financial analysis. Emphasis is on providing the student with the knowledge and tools necessary to help families make informed financial decisions. *Offered online.*

EDU 431 Advanced Instructional Design (8 3 Credits)

Students will apply a systematic approach to instructional and informational design to meet specific identified learner outcomes. Applying all of the steps for instructional design students will bring together the strategies and theories explored in the pre-requisite courses to a learning project.

Prerequisites: EDU 120 and EDU 232. Offered online.

EDU 433 Project Management for Instructional Design (8 3 Credits)

Instructional design requires careful and thoughtful collaboration among a variety of design team members. In this course various project management tools, procedures, and methodologies will be introduced as they are applied to projects in education or training. Students will explore the relationship of time constraints, cost, scope and the nature of the project being designed. Prerequisites: EDU 120 and EDU 232. Offered online.

ENV 345 Business & the Environment (3 Credits)

An environmental economics approach is used to illustrate the impact of the firm on the environment and environmental policy on the firm. Cost-benefits analysis is developed in student-driven research projects. (Cross-listed as BUS 345.) (Alternate years) S Offered *online and on-campus.*

ESE 370 Learning & the Brain (3 Credits)

Teaching and learning issues within a cognitive processes context are explored. This course covers the study of emotion, memory, and recall as well as early brain development and its relationship to learning. Prerequisite: PSY 101. (Cross-listed as PSY 370.) Offered online.

EXP 105 Personal Dimensions of Education (3 Credits)

This course is designed to help adult learners beginning their university studies to achieve academic success. Students will explore learning theories, communication strategies, and personal management skills. Adult learners will develop strategies for achieving success in school and work. Students will also be introduced to the University's institutional outcomes and learning resources. *Successful completion with a "C-" or better or equivalent is required.* Offered online.

HCA 331 Introduction to Health Care Education (3 Credits)

This course is a foundational course designed to provide an introduction to teaching and learning for health care professionals, consumers and clients. Theories of adult learning and introductory instructional design concepts provide the

framework for an interactive course design. Offered online.

HCS 445 Statistics for Health Sciences (3 Credits)

This course provides a practical introduction to statistical methods used in a variety of health research. Topics include descriptive statistics, the standard normal distribution, z-scores, t-tests, ANOVA, correlation, regression, and non-parametric tests. Students perform statistical analyses of health data and interpret results. ~~and health-related settings. Students examine methods for analyzing, interpreting, and presenting data applicable to health care needs. Major topics include descriptive statistics, probability, inferential statistics, and linear regression.~~ Prerequisite: Successful completion of Mathematical competency. Offered online.

LIB 318 Peacemaking: A Study of Conflict Resolution (INTD) (3 Credits)

An interdisciplinary study of peacemaking with a focus on conflict resolution. Highlighting this course are guest presentations and discussions led by Ashford University faculty from diverse subject areas. Students examine thinking and behavior in response to social conflict such as aggression, threats, prejudice, avoidance, withdrawal, conformity, and obedience. Students study various strategies of peacemaking and negotiation and then apply these methods in class role-playing activities. F (Interdisciplinary) Offered *online and* on-campus

MAT 227 Pre-Calculus (3 Credits)

Topics include solving equations and inequalities; quadratic, trigonometric, exponential and logarithmic functions; systems of equations; vectors; and complex numbers. Prerequisite: MAT 225 or MAT 228. F/S Offered on-campus.

MAT 270 Linear Algebra (3 Credits)

A study of linear algebra with extensions to n-space including lines, planes, space, and subspace. Topics can include matrices, linear transformations, row echelon form, eigenvalues and eigenvectors. Prerequisite: MAT 225 or MAT 228 ~~(Not offered every year)~~ F Offered on-campus.

MAT 320 Discrete Mathematics (3 Credits)

This course discusses concepts related to combinatorial problem solving with a focus on discrete models. Topics may include sets and set theory, functions and relations, logic and proofs, Boolean algebra, counting principles, graph theory, and networks. Prerequisite: MAT 225 or MAT 228. ~~(Not offered every year)~~ F Offered on-campus.

MAT 351 Calculus I with Analytic Geometry (4 Credits)

Topics include the real number system, plane analytic geometry, limits, continuity, differentiation of algebraic and trigonometric functions, applications of derivatives, and an introduction to the definite integral. Prerequisite: MAT 227 or equivalent. F/S Offered on-campus.

MAT 352 Calculus II & Analytic Geometry (4 Credits)

The course includes integration theory and techniques, transcendental functions, applications of integration and differentiation, inverse trigonometric functions, and improper integrals. Prerequisite: MAT 351 ~~(Not offered every year.)~~ F/S Offered on-campus.

MAT 353 Calculus III (4 Credits)

The course covers multivariate calculus including partial derivatives and extrema, vector functions, gradient, and coordinate systems; Taylor's expansion and multiple integrals; and Stokes' theorem. Prerequisite: MAT 352. (Not offered every year.) F/S Offered on-campus.

MAT 362 Modern Algebra (3 Credits)

An introduction to the study of modern algebra. Topics may include groups, subgroups, isomorphisms, homomorphisms, rings, and fields. Prerequisite: MAT 351. ~~(Not offered every year)~~ F Offered on-campus.

MAT 364 Modern Geometries (3 Credits)

An axiomatic approach to Euclidean and non-Euclidean geometry. Topics can include analytic Euclidean geometry, measure, congruence, similar shapes and transformations, and non-Euclidean geometries. Prerequisite: MAT 351. ~~(Not offered every year)~~ S Offered on-campus.

PED 212 Foundation of Movement & Motor Activities (3 Credits)

Students will examine integrated movement curriculum and the relationship between knowledge, motor skills, and movement activities. Activities will lead to understanding of how the body is used during fundamental motor skills and the progression to more advanced movement. Emphasis is on the study of human movement and the development of motor skills which enhance health related physical fitness. Movement concepts of body awareness, space, and quality of movement are defined. Fundamental movement skills are analyzed and used as a basis for planning physical education coursework. Offered *online and* on-campus.

PSY 202 Adult Development & Life Assessment (3 Credits)

This course presents adult development theory and links theoretical concepts of life and learning through a process of psychometric assessment and reflection. Both classical and contemporary adult development theories are examined. These theories then provide the paradigm for self-analysis and life learning, including a plan for personal, professional and academic learning. *Successful completion with a "C-" or better or equivalent is required.* Offered online.

PSY 370 Learning & the Brain (3 Credits)

Teaching and learning issues within a cognitive processes context are explored. This course covers the study of emotion, memory, and recall as well as early brain development and its relationship to learning. ~~Prerequisite: PSY 101.~~ (Cross-listed as ESE 370.) Offered online.

SCI 208 Humans and the Environment (3 credits)

In this course, learners deepen their understanding of the importance of natural resources to humans. Students explore physical, biological, and ecological principles, through traditional and laboratory investigation to examine how human alterations affect the environment, and reflect on the controversies surrounding various approaches to addressing environmental problems and the steps some communities have taken to address these challenges. (Equivalent to SCI 207). Offered online.

Errata

The errata listed below apply to the 2012–2013 Ashford University Academic Catalog (effective date July 1, 2012 unless otherwise noted). Entries below are provided to correct information presented in the original publication of the *Catalog*. Page numbers are provided to reference where the original entry may be found. If you have questions related to changes listed, please contact your Student Advisor for assistance.

Note: Entries may contain excerpts from policies, as noted. For the complete policy or statement reference, please refer to the page number associated with each entry.

Page 2

Addition, Published 7/27/12

Accreditation

Ashford University is accredited by The Higher Learning Commission and a member of the North Central Association.

For additional information about the University's accreditation, please contact:

The Higher Learning Commission
North Central Association

www.ncahlc.org

For additional information about the University's accreditation, see the Ashford University page on the Higher Learning Commission website ([HLC website](http://HLCwebsite)).

Page 3

Deletion, Published 10/5/12

Memberships

EDUCAUSE

Page 4

Addition, Published 8/17/12

Tennessee Authorization

Ashford University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Page 16

Revision, Published 10/5/12

Grade Appeals

An incomplete grade or a grade of "W" may be approved and applied for the following documented reasons that directly impacted the student's ability to complete the course requirements or program during the last 25% of the course:

- Documented military duty that resulted in an inability to continue in the course or program;
- Documented personal or family* medical emergency;
- Documented act of nature;
- Documented death in the family*; or
- Documented temporary severe economic hardship.

Students who are administratively dropped from a course for not meeting attendance requirements are not eligible to receive an "I" grade. Students who are not able to complete at least 75% of the course prior to requesting an incomplete grade are also ineligible.

Note: Please refer to the General Academic Information and Policies section in this Catalog for complete details on Ashford University's Incomplete Grade policy.

**Family is defined as including husband, wife, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, and (step/adoptive) child.*

Page 17

Revision, Published 11/16/12

Addition, Published 8/3/12

Tuition Credit Request Policy and Procedure

A tuition credit may be approved and applied for the following documented reasons that directly impacted a student's ability to continue in their course or program during the timeframe in which the course occurred:

- Documented military deployment that resulted in an inability to continue in the course or program*

- Documented emergency personal or family medical reasons
- Documented act of nature
- Documented death in the immediate family**
- Documented temporary severe economic hardship[8/3/12]

Additional documented extenuating circumstances may also be considered.[11/16/12]

*Students who experienced military deployment that resulted in an inability to continue in the course or program are also eligible for a tuition credit but should instead complete and submit a Military Course Drop or Incomplete Request.

**Immediate family is defined as husband, wife, grandchildren, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, (step/adoptive) child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or grandparent.

This is accomplished by requesting a Tuition Credit Request form from the student's assigned Advisor.[8/3/12]

Page 18

Addition, Published 10/19/12

Student Rights and Student Responsibilities

The following Student Rights and Student Responsibilities, as well as the Student Community Standards, are applicable to individuals during all periods of enrollment following the submission of an admissions application and including institutional or approved breaks from the University. Regardless of whether an individual has applied to or enrolled at the University, any concerns relating to sexual misconduct or discrimination are addressed in the sections entitled Notice of Nondiscrimination, Sexual Harassment and Civil Rights Infringement, Complaints Concerning Discrimination and/or Harassment, Procedures for Complaints Regarding Sexual Misconduct and Procedures for Student Complaints.

Page 19

Addition, Published 11/30/12

Academic Dishonesty

Academic dishonesty is a serious offense at the University because it undermines the bonds of trust and personal responsibility between and among

students and faculty, weakens the credibility of the academic enterprise, and defrauds those who believe in the value and integrity of the degree. Ashford University will consider the cumulative record of any student with respect to academic integrity violations, regardless of the student's current academic program or status. For example, violations of the academic integrity policy while an undergraduate, but not discovered until the student is enrolled in an Ashford graduate program, will be addressed during the student's graduate program. This may result in sanctions, a change in the student's eligibility status for his or her graduate enrollment, and/or impact retroactively on the student's fulfillment of all undergraduate program requirements.

Page 20

Revision, Published 9/14/12

Consequences for Academic Dishonesty

Students who are found responsible for multiple incidences of Academic Integrity violations will be referred to the Student Affairs department to review for the possibility of sanctioning up to and including removal from the University. The student may be asked to meet for either an informal hearing or a Formal Hearing (Students Rights and Responsibilities hearing). ~~Students may only appeal decisions of a Formal Hearing by the process outlined in this Catalog.~~

Page 22

Revision, Published 11/30/12

Community

Ashford University students honor and value their community. Behavior that violates this value includes, but is not limited to:

- Possession of firearms, fireworks, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized by the University President or VP/Campus Director;

[See current catalog for full entry under this heading].

Page 30

Correction, Published 9/14/12

Informal Hearings Procedures

When a student ~~denies~~ *responds to* a violation of the Student Community Standards, the Director of Student Affairs (online)/Director of Student Success (campus) or designee will upon receipt of a written denial from the accused student, schedule a hearing.

Page 48

Revision, Published 12/21/12

Drug Free Schools and Communities Act Program

Students may obtain information on the illegal possession, use, or distribution of alcohol and illicit drugs, as well as the University's standards of conduct, associated health risks, drug or alcohol counseling and treatment programs, University disciplinary actions, and federal, state, and local sanctions for violations of law by viewing the Drug Free Schools and Communities Act Program Report, located on the Ashford University website at www.ashford.edu/DFSCA.

Page 54

Revision, Effective 10/1/12

Security

~~Students may obtain campus security information by viewing the Campus Security and Fire Safety Report, located on the Ashford University website at http://www.ashford.edu/static/media/11AU1853_Campus_Safety_and_Security_Report_FINAL.pdf~~

The Ashford University 2012 Campus Security and Fire Safety Report is available for your review. This report is required by federal law and contains policy statements and crime and fire statistics compiled by the University. The policy statements address the University's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations, fire safety and sexual offenses. Statistics for the previous three calendar years are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. This report is available online at http://www.ashford.edu/campus_security_and_fire_safety_report. You may also request a paper copy of

the report be mailed to you by emailing your request to studentaffairs@ashford.edu.

Page 60

Addition, Published 2/4/13

On-Campus Traditional Programs (2012-2013 Academic Year)

Indirect costs which are not billed directly by the University may be found at http://www.ashford.edu/admissions/campus_tuition_fees.htm.

Pages 60-61

Revision, Published 11/7/12

**Online Undergraduate Programs
Online Graduate Programs**

Please see the Tuition and Fees Update section of this supplement for current information regarding Tech Fee.

Page 61

Addition, Published 2/4/13

**Online Undergraduate Programs
Online Graduate Programs**

Indirect costs which are not billed directly by the University may be found at http://www.ashford.edu/admissions/online_tuition_fees.htm.

Page 62

Addition, Published 2/4/13

Cash Plan

Any delay in payment results in administrative withdrawal of the student from his or her current course during Week One. The student will then be scheduled for a future course and is not permitted to re-enroll in the course from which he or she was removed due to non-payment.

Page 65

Revision, Effective for students starting on or after 1/1/13

**Ashford University Military Grant
Online Undergraduate Students**

In addition, this grant also covers the ~~full \$1,290~~ Technology ~~Services~~-Fees and course materials, including standard shipping costs where applicable, required for an eligible student's program of study

and purchased through Ashford University's bookstore or textbook partner.

Online Graduate Students

The grant covers the full ~~\$1,290~~ Technology Services Fees and course materials, including standard shipping costs where applicable, required for an eligible student's program of study and purchased through Ashford University's bookstore or textbook partner.

Page 65

Addition, Published 2/4/13

Military Grant Grandfathering

Students who previously received the Ashford University Military Grant, and who subsequently enroll in another degree program after graduating, are permitted to continue to receive the grant without recertifying eligibility, unless they have been out of attendance greater than 30 days.

Page 66

Revision, Effective for students starting on or after 1/1/13

Ashford University Alumni Tuition Grant

Students who graduate from an Ashford University or University of the Rockies degree program and enroll in an online Ashford University or University of the Rockies degree program are eligible for an Alumni Tuition Grant. ~~The Technology Services Fee for online degree programs is considered a one-time fee for Ashford University students and will be waived for all Ashford University graduates enrolling in other Ashford University online degree programs.~~

Students who qualify for the Alumni Tuition Grant must successfully complete four attempted courses after matriculation into an undergraduate degree program or three attempted courses after matriculation into a graduate degree program. The tuition grant will then be applied to the student's account in the amount of tuition charged for the fifth or fourth attempted course, depending on the student's degree program.

Alumni who paid a one-time Technology Services Fee (of either \$990 or \$1,290) will also have each course's Technology Fee waived.

Page 66

Revision, Effective for students starting on or after 1/1/13

Revision, Published 9/14/12

Online Programs

To select the Financial Aid plan as the primary payment option for enrollment in an online program, at least 50% of a student's annual tuition and applicable fees [1/1/13] ~~Technology Services Fee, if applicable~~, must be funded through the federal financial aid benefits.

Under this plan when used as a primary payment option for enrollment in an online program, students are expected to submit all financial aid documents prior to their start date.

[see current catalog for full entry].

Page 69

Addition, Published 7/6/12

Federal Aid Programs

Federal Direct Loans

The standard repayment plan begins six months after the student graduates or is no longer enrolled at least half-time, and up to 10 years may be allowed to repay the loan(s). *Students who meet eligibility requirements may request a deferment of their loan payment. The following are circumstances under which a student may qualify for a deferment: currently enrolled in school on at least a half-time basis; graduate fellowship; rehabilitation training; unemployment; economic hardship; military service; or post-active duty student.* Please refer to www.studentaid.ed.gov for more information about current loan interest rates and how to apply for a Direct Loan.

Page 72

Revision, Effective for students starting on or after 1/1/13

Revision, Published 10/19/12

Loan Disbursement Information

First Disbursement

To receive a disbursement, students must have successfully completed the financial aid application process, including verification, if applicable. The first disbursement will be delivered after the no earlier than the first week a student has posted attendance in the first course. ~~if the student has successfully completed the financial aid application~~

~~process, including verification, if applicable. For students who are conditionally admitted with the Ashford Promise, the first disbursement will be delivered no earlier than at the time of matriculation during the 4th week of attendance in the first course. [10/19/12] The first disbursement is intended to be applied toward the first four (4) successfully completed courses and any applicable fees the Technology Services Fee. [1/1/13].~~

Second Disbursement: The second disbursement will be delivered once a student has successfully completed at least 12 undergraduate-level credits and is intended to be applied toward the remaining four (4) successfully completed courses and any applicable fees in the second payment period. A student must also be registered for and start the next class in the second payment period, and at least half of the loan period (20 weeks) must have passed. *In order to be eligible for a Post Withdrawal Disbursement (PWD) or Late Disbursement for a second/subsequent disbursement, a student must have graduated or completed the payment period for which the loan was intended.* [1/1/13]

Page 72

Addition, Effective 7/20/12

Financial/Financial Aid Implications for Residents of Mississippi and Tennessee

Financial aid may be certified but will not be disbursed until proof of graduation from high school *or equivalent* has been received by Ashford University. To allow time for receipt of this proof, students choosing the “financial aid” payment option will have their first disbursement of financial aid delayed until the later of eleven (11) calendar weeks post start date or the conclusion of the first six (6) attempted credits. Students whose proof of graduation from high school *or equivalent* is not received within the time frame described previously will:

[See current Catalog for full entry under this heading].

Page 73

Revision, Effective for students starting on or after 1/1/13

Revision, Published 10/19/12

Loan Disbursement Information First Disbursement

To receive a disbursement, students must have successfully completed the financial aid application process, including verification, if applicable. The first disbursement will be delivered after the no earlier than the first week a student has posted attendance in the first course. if the student has successfully completed the financial aid application process, including verification, if applicable. For students who are conditionally admitted with the Ashford Promise, the first disbursement will be delivered no earlier than at the time of matriculation during the 4th week of attendance in the first course. [10/19/12] The first disbursement is intended to be applied toward the first three (3) successfully completed courses and any applicable fees the Technology Services Fee. [1/1/13]

Second Disbursement: The second disbursement will be delivered once a student has successfully completed at least 9 graduate-level credits and is intended to be applied toward the remaining three (3) successfully completed courses and any applicable fees in the second payment period. A student must also be registered for and start the next class in the second payment period, and at least half of the loan period (18 weeks) must have passed. [1/1/13].

Page 74

Revision, published 2/4/13

Dismissal/Expulsion

Students dismissed or expelled from the University are not authorized refunds of any kind other than those provided by the *Institutional Tuition Refund Policy in this section of Catalog* ~~withdrawal policy. Any financial aid available to a student who has been dismissed will be based on the student's dismissal date and will be calculated accordingly.~~

Page 75

Revision, Published 11/30/12

Revision, Published 8/17/12

Return of Title IV Funds

For official or unofficial withdrawals from online programs, a student's last date of attendance date is the last day in which a student attended class. If a student *successfully* [11/30/12] completes a course and receives a *passing* [8/17/12] final grade, [11/30/12] the last date of attendance will be recorded as the end date of the course.

Page 83

Revision, Published 8/17/12

Communication Competency (3 credits)

Students must complete 3 credits from either the Oral Communication or the Interpersonal Communication area.

~~Oral Communication for Campus Students~~

(3 credits)

~~Interpersonal Communication for Online Students~~

(3 credits)

Page 85

Correction, Published 7/20/12

Mathematical Competency (3 credits)

- MAT 270 ~~206~~ Linear Algebra (3 credits)

Page 92

Revision, Published 8/17/12

Classification of Students

Non-Degree Seeking Students

Students who wish to apply non-degree seeking coursework to an undergraduate or graduate-level degree program at Ashford University may apply up to ~~15~~ 12 credits, unless otherwise approved by the Executive Dean of the College.

Page 93

Addition, Published 11/7/12

Degree Regression

Degree regression may occur if a student enrolls in a lower level degree than one previously earned.

Students may experience regression when course content completed at a higher level is repeated for fulfillment of lower level degree requirements.

Since students applying for lower level degrees risk regression, degree-seeking students must petition the Provost to enroll in a lower level degree, prior to being admitted to the program, in order to ensure credit requirements for the additional degree will not be considered regression.

Page 121

Correction, Published 7/6/12

Appeal of Academic Dismissal

The passage of time does not substantiate eligibility for readmission or appeal for readmission, however, students who have experienced mitigating circumstances and have been dismissed from the

University for failure to meet satisfactory academic progress requirements and have been denied re-admission after an appeal may submit another appeal to be readmitted after one or more years have elapsed since their last ~~date of attendance~~ appeal. The student must submit an appeal letter as detailed in this policy and present compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits since the last appeal was submitted.

Page 151, 246

Revision, Published 11/7/12

Bachelor of Arts in Social and Criminal Justice Program Outcomes

Social and Criminal Justice major graduates will be able to:

- *Analyze criminal justice issues within the systems of law enforcement, the judiciary, and corrections;*
- *Evaluate the application of the social justice principles of equality, solidarity, and human rights toward building a just society;*
- *Apply knowledge of cultural sensitivity and diversity awareness to social and criminal justice;*
- *Deconstruct the relationship between law enforcement, the judiciary, and corrections;*
- *Interpret the relationship between social justice and criminal justice; and,*
- *Develop critical perspectives in the study of social and criminal justice by drawing on the fields of criminology, law, philosophy, psychology, science, and sociology.*
- ~~Examine law enforcement issues;~~
- ~~Apply knowledge to socio-economic (cultural) diversity to criminal justice;~~
- ~~Investigate the operation of the criminal justice system;~~
- ~~Examine the relationship of social justice to the criminal justice system; and~~
- ~~Apply information from sociology, law, psychology, ethics, and related fields to the study of criminal justice.~~

Page 168

Revision, Effective for students starting on or after 1/1/13

Revision, Effective for applications submitted on or after 10/24/12

Revision, Effective for students starting on or after 11/13/12

Admissions Policies and Procedures for Online Undergraduate Programs

The following content replaces the entire content of the Admission Policies and Procedures for Online Undergraduate Programs section of the 2012-2013 Ashford University Academic Catalog.

Admission Policies and Procedures for Online Associate of Arts Degree Programs Conditional Admission Status Requirements

Applicants seeking admission to an online Associate of Arts degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

1. Be 22 years of age or older ~~Applicants who are between 18 and 21 years old will be considered if they:~~
 - a. ~~are graduates of Ashford University's Associate of Arts degree programs; or,~~
 - b. ~~have received documented approval from the Registrar's Office via the "Under 22 Appeal" process.~~[10/24/12].

or be exempt from this requirement by meeting one of the following criteria:

- a. *Has earned an Associate's degree or higher from a regionally or approved nationally accredited institution;*
- b. *Is seeking readmission to Ashford University after withdrawal from a degree program; or,*
- c. *Is a current degree-seeking student at Ashford University requesting to change majors* [10/24/12].

Due to the accelerated, adult-learner focus of the academic programs offered in the online modality, applicants under the age of 18 will not be considered for admission under any circumstance.

2. Have a regular high-school diploma earned through college preparatory or regular high school courses or GED equivalency recognized by the Department of Education of the state in which it was earned, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.
 - a. An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
 - b. Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED.
 - c. If no high school diploma was earned, applicants who have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.***
3. Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this Catalog.
4. Have the ability to study in English indicated by one of the following**:
 - a. Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;*
 - b. Received a GED that was taken in English;*

- c. A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or
- d. Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 500 paper-based or 61 Internet-based is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

*If satisfying the English Language Requirement through a high school diploma, GED, or equivalent not completed in the United States, additional documentation may be required. Please contact the Registrar's Office for further information.

**Satisfying the English Language Requirement does not exempt a student who earned his/her high school diploma outside of the United States from the additional admission requirements for applicants with international academic credentials.

*** Requirements for residents of Mississippi and Tennessee are outlined separately; please refer to Additional Admission Requirements for Residents of Mississippi and Tennessee.

Effective for students starting on or after January 1, 2013, conditionally admitted students who are denied admission after one attempt in the Ashford Promise, are allowed a second period of conditional admission in order to be provisionally or fully admitted, but are required to successfully complete the Student Success Orientation as a prerequisite to their second attempt (if they have not already taken it).[1/1/13]

Ashford University reserves the right to deny admission or re-admission to any applicant. Ashford University recognizes the importance of protecting student privacy and reserves the right to request documentation to establish or verify any student's identity at any time, for administrative or compliance purposes. Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student

Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to an Associate of Arts degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar's Office.

Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Additional Conditional Admission Status Requirements for Applicants with International Academic Credentials

The following requirements are applicable to applicants relying on academic credentials earned outside the United States for admission to the programs offered through the online modality. In addition to the conditional admission requirements outlined in the admission policy for online Associate of Arts degree programs, copies of documentation indicating that the student meets the following admission requirements are required for conditional admission:

1. Submit copies of an official evaluation from an approved evaluation service indicating that the student has met one of the following requirements:
 - a. Completion of a two-year program from an appropriately accredited post-secondary institution, as defined by Ashford University transfer credit policies; or,
 - b. A record of having achieved the equivalency of a United States high school diploma.
2. All academic records from countries other than the United States must have been evaluated by one of the following evaluation services:
 - Educational Credentials Evaluators, Inc. (ECE); **OR**
 - World Education Services (WES).

Note: Applicants who have already had their international credentials evaluated prior to applying to Ashford University may petition the Office of the

Registrar for acceptance of evaluations from other credible agencies.

Appeal Procedure for a 3rd Consecutive Conditional Admission Period or Ashford Promise

Provisional admission status must be attained by the end of the 2nd attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second attempt of the Ashford Promise must wait one year from the date they were denied admission to re-apply, or they may appeal the University's decision using the process outlined below to request a 3rd consecutive attempt of conditional admission in the Ashford Promise. Disagreements over academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Ashford University Admission Appeals Committee reviews the appeals and renders a decision to the student. Appeals must include an explanation of the event that occurred, which caused the student to not attain provisional admission to the University after two attempts.

Students must appeal in writing to the University Registrar. The appeal must be submitted to academic.progress@ashford.edu and approved prior to enrollment in any future courses.

Additionally, the student's appeal letter must include:[12/21/12]

~~*The student's appeal letter should be submitted to the University Registrar and it must include:_____*~~

- *A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in the undue hardship to the student;*
- *Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during their period of absence; and,*
- *A plan for completion of the coursework required to meet basic academic requirements during their coursework at Ashford University [11/13/12].*

Provisional Admission Status Requirements

Students must meet the following requirements in order to be provisionally admitted to an Associate of Arts degree program at Ashford University:

1. Successfully complete Student Success Orientation;
2. Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and,
3. Attend Week 4 of their first course.

Attendance in week 4 constitutes a student's confirmation of his or her intention to continue in the program as a regular student. Upon attendance in Week 4 of their first course, students are considered matriculated, regular students in their degree program.

Full Admission Status Requirements

The following provisions must be met prior to the conclusion of the fourth (4th) attempted Ashford University course. To start the fifth (5th) course, students must complete all the requirements subsequently outlined. Students who do not meet all requirements will not be fully admitted and will be withdrawn from the program. Students may be readmitted to Ashford University at such time that all requirements for full admission have been met. The student is responsible for all eligibility-related assertions, attestations, and verifications relied upon by the institution during the admissions process. Should any of the student's information be subsequently established as inaccurate, resulting in the student's disqualification for full admission, the student will remain responsible for any and all financial obligations incurred while at the institution, including, but not limited to, financial aid funds which were consequently returned by the University.

If at any time it is determined that the student does not meet admission requirements outlined for the program as indicated on the application for admission, provisional and/or full admission will be rescinded and the student will be withdrawn from the university.

Note: Additional requirements for residents of Mississippi and Tennessee and for students seeking admission based on credentials earned outside of the United States are outlined separately.

1. Submission of official transcripts from all postsecondary education previously attempted or a signed Authorization to Close form for any official transcripts the student is unable to provide. Postsecondary education includes all of the following:
 - a. College or university transcripts from any regionally or approved nationally accredited postsecondary educational institution attended (The Ashford University Registrar's Office staff will manage the request of college transcripts using the student's signed Transcript Request form.);
 - b. Military credits evaluated for equivalency to college credits (The Ashford University Registrar's Office staff will manage the request of military transcripts using the student's signed Military Transcript Request form.); and,
 - c. Official documentation of any postsecondary credit previously earned through examination or credit earned through non-collegiate instruction the students intends to have evaluated for applicability to Ashford University program requirements (must be requested by the student).
2. Official TOEFL scores, if required for admission.
3. Undergraduate degree-seeking transfer students must provide official documentation of an undergraduate cumulative grade point average (CGPA) of 2.0 in all combined undergraduate coursework attempted at regionally or approved nationally accredited colleges/universities since high school, or he or she is admitted on Academic Watch. Any student who signs an Authorization to Close form, thereby waiving potential transfer credits from previously attended schools, is admitted on Academic Watch as well due to failure to provide confirmation of a cumulative grade point average of 2.0 or higher. Students on Academic Watch are

required to have achieved a cumulative GPA of 2.00 and successfully complete 67% of credits attempted at the conclusion of the first Satisfactory Academic Progress increment. Students who have not met the requirements at the conclusion of the Academic Watch period will be dismissed from the University. Please refer to the Satisfactory Academic Progress (SAP) Requirements in this section to review all related satisfactory academic progress guidelines.

Note: Students who were provisionally admitted with completion of a two-year program from an appropriately accredited postsecondary institution as defined by Ashford University transfer credit policies must have official transcripts of those credits on file to meet full admissions requirements. Graduates of an Ashford University undergraduate degree program who subsequently enroll in another undergraduate degree program will not be placed on Academic Watch. Students who change programs in the same degree level who have successfully completed one (1) SAP increment and are in good academic standing with the University will not be placed on Academic Watch.

Additional Full Admission Status Requirements for Applicants with International Academic Credentials

In addition to the requirements for full admission outlined in the admission policy for Associate of Arts programs in the online modality, applicants relying on academic credentials earned outside the United States must submit an official evaluation sent direct directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Additional Full Admission Status Requirements for Residents of Mississippi and Tennessee

Mississippi and Tennessee residents must submit proof of graduation from high school in one of the following forms:

- official high school transcript indicating graduation;
- notation on transcript from another college indicating graduation from high school for transfer students; or,
- official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See Financial/Financial Aid Implications for Residents of Mississippi and Tennessee under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for Mississippi and Tennessee residents.

Admission Policies and Procedures for Online Bachelor of Arts Degree Programs Conditional Admission Status Requirements

Applicants seeking admission to an online Bachelor of Arts degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

1. Be 22 years of age or older. ~~Applicants who are between 18 and 21 years old will be considered if they:~~
 - ~~a. are graduates of Ashford University's Associate of Arts degree programs; or,~~
 - ~~b. have received documented approval from the Registrar's Office via the "Under 22 Appeal" process.~~[10/24/12]

or be exempt from this requirement by meeting one of the following criteria:

- a. Has earned an Associate's degree or higher from a regionally or approved nationally accredited institution;*
- b. Is seeking readmission to Ashford University after withdrawal from a degree program; or,*
- c. Is a current degree-seeking student at Ashford University requesting to change majors* [10/24/12].

Due to the accelerated, adult-learner focus of the academic programs offered in the online modality, applicants under the age of 18 will not be considered for admission under any circumstance.

2. Have a regular high-school diploma earned through college preparatory or regular high school courses or GED equivalency recognized by the Department of Education of the state in which it was earned, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.
 - a. An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
 - b. Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED.
 - c. If no high school diploma was earned, applicants who have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.***

3. Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this Catalog.
4. Have the ability to study in English indicated by one of the following**:

 - a. Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;*
 - b. Received a GED that was taken in English;*
 - c. A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English; or
 - d. Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 500 paper-based or 61 Internet-based is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

*If satisfying the English Language Requirement through a high school diploma, GED, or equivalent not completed in the United States, additional documentation may be required. Please contact the Registrar's Office for further information.

**Satisfying the English Language Requirement does not exempt a student who earned his/her high school diploma outside of the United States from the additional admission requirements for applicants with international academic credentials.

*** Requirements for residents of Mississippi and Tennessee are outlined separately; please refer to Additional Admission Requirements for Residents of Mississippi and Tennessee.

Effective for students starting on or after January 1, 2013, conditionally admitted students who are denied admission after one attempt in the Ashford Promise, are allowed a second period of

conditional admission in order to be provisionally or fully admitted, but are required to successfully complete the Student Success Orientation as a prerequisite to their second attempt (if they have not already taken it).[1/1/13]

Ashford University reserves the right to deny admission or re-admission to any applicant. Ashford University recognizes the importance of protecting student privacy and reserves the right to request documentation to establish or verify any student's identity at any time, for administrative or compliance purposes. Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to a Bachelor of Arts degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar's Office.

Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Additional Conditional Admission Status Requirements for Applicants with International Academic Credentials

The following requirements are applicable to applicants relying on academic credentials earned outside the United States for admission to the programs offered through the online modality. In addition to the conditional admission requirements outlined in the admission policy for online Bachelor of Arts degree programs, copies of documentation indicating that the student meets the following admission requirements are required for conditional admission:

1. Submit copies of an official evaluation from an approved evaluation service indicating that the student has met one of the following requirements:
 - a. Completion of a two-year program from an appropriately accredited post-secondary institution, as defined by Ashford University transfer credit policies

- b. A record of having achieved the equivalency of a United States high school diploma.
2. All academic records from countries other than the United States must have been evaluated by one of the following evaluation services:
 - Educational Credentials Evaluators, Inc. (ECE); **OR**
 - World Education Services (WES).

Note: Applicants who have already had their international credentials evaluated prior to applying to Ashford University may petition the Office of the Registrar for acceptance of evaluations from other credible agencies.

Appeal Procedure for a 3rd Consecutive Conditional Admission Period or Ashford Promise

Provisional admission status must be attained by the end of the 2nd attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second attempt of the Ashford Promise must wait one year from the date they were denied admission to re-apply, or they may appeal the University's decision using the process outlined below to request a 3rd consecutive attempt of conditional admission in the Ashford Promise. Disagreements over academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Ashford University Admission Appeals Committee reviews the appeals and renders a decision to the student. Appeals must include an explanation of the event that occurred, which caused the student to not attain provisional admission to the University after two attempts.

Students must appeal in writing to the University Registrar. The appeal must be submitted to academic.progress@ashford.edu and approved prior to enrollment in any future courses. Additionally, the student's appeal letter must include:[12/21/12]

~~The student's appeal letter should be submitted to the University Registrar and it must include:_____~~

- *A reasonable explanation for the student's academic performance to date, which*

includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in the undue hardship to the student;

- *Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during their period of absence; and,*

A plan for completion of the coursework required to meet basic academic requirements during their coursework at Ashford University [11/13/12].

Provisional Admission Status Requirements

Students must meet the following requirements in order to be provisionally admitted to a Bachelor of Arts degree program at Ashford University:

1. Students who indicate that they have zero (0) traditional college-level transferable credits at the time of application are required to successfully complete Student Success Orientation;
2. Attain a cumulative course grade of C- or better by Day 6 of Week 3 in their first course; and,
3. Attend Week 4 of their first course.

Attendance in Week 4 constitutes a student's confirmation of their intention to continue the program as a regular student. Upon attendance in Week 4 of their first course, students are considered matriculated, regular students in their degree program.

Full Admission Status Requirements

The following requirements must be met prior to the conclusion of the fourth (4th) attempted Ashford University course. To start the fifth (5th) course, students must complete all the requirements subsequently outlined. Students who do not meet all requirements will not be fully admitted and will be withdrawn from the program. Students may be readmitted to Ashford University at such time that all requirements for full admission have been met. The student is responsible for all eligibility-related assertions, attestations, and verifications relied upon by the institution during the admissions process. Should any of the student's information be subsequently established as inaccurate, resulting in

the student's disqualification for full admission, the student will remain responsible for any and all financial obligations incurred while at the institution, including, but not limited to, financial aid funds which were consequently returned by the University.

If at any time it is determined that the student does not meet admission requirements outlined for the program as indicated on the application for admission, provisional and/or full admission will be rescinded and the student will be withdrawn from the university.

Note: Additional requirements for residents of Mississippi and Tennessee and for students seeking admission based on credentials earned outside of the United States are outlined separately.

1. Submission of official transcripts from all postsecondary education previously attempted or a signed Authorization to Close form for any official transcripts the student is unable to provide. Postsecondary education includes all of the following:
 - a. College or university transcripts from any regionally or approved nationally accredited postsecondary educational institution attended (The Ashford University Registrar's Office staff will manage the request of college transcripts using the student's signed Transcript Request form.);
 - b. Military credits evaluated for equivalency to college credits (The Ashford University Registrar's Office staff will manage the request of military transcripts using the student's signed Military Transcript Request form.); and,
 - c. Official documentation of any postsecondary credit previously earned through examination or credit earned through non-collegiate instruction the student intends to have evaluated for applicability to Ashford University program requirements (must be requested by the student).
2. Official TOEFL scores, if required for admission.

3. Undergraduate degree-seeking transfer students must provide official documentation of an undergraduate cumulative grade point average (CGPA) of 2.0 in all combined undergraduate coursework attempted at regionally or approved nationally accredited colleges/universities since high school, or he or she is admitted on Academic Watch. Any student who signs an Authorization to Close form, thereby waiving potential transfer credits from previously attended schools, is admitted on Academic Watch as well due to failure to provide confirmation of a cumulative grade point average of 2.0 or higher. Students on Academic Watch are required to have achieved a cumulative GPA of 2.00 and successfully complete 67% of credits attempted at the conclusion of the first Satisfactory Academic Progress increment. Students who have not met the requirements at the conclusion of the Academic Watch period will be dismissed from the University. Please refer to the Satisfactory Academic Progress (SAP) Requirements in this section to review all related satisfactory academic progress guidelines.

Note: Students who were provisionally admitted with completion of a two-year program from an appropriately accredited postsecondary institution as defined by Ashford University transfer credit policies must have official transcripts of those credits on file to meet full admissions requirements. Graduates of an Ashford University undergraduate degree program who subsequently enroll in another undergraduate degree program will not be placed on Academic Watch. Students who change programs in the same degree level who have successfully completed one (1) SAP increment and are in good academic standing with the University will not be placed on Academic Watch.

Additional Full Admission Status Requirements for Applicants with International Academic Credentials

In addition to the requirements for full admission outlined in the admission policy for Bachelor of Arts programs in the online modality, applicants

relying on academic credentials earned outside the United States must submit an official evaluation sent direct directly from an approved evaluation service indicating that the student meets full admission requirements (student copies are not accepted) prior to the conclusion of the fourth (4th) attempted Ashford University course (equivalent to one academic term). To start the fifth (5th) course, applicants relying on academic credentials earned outside the United States must complete this requirement or they will be withdrawn from the program.

Additional Full Admission Status Requirements for Residents of Mississippi and Tennessee

Mississippi and Tennessee residents must submit proof of graduation from high school in one of the following forms:

- official high school transcript indicating graduation;
- notation on transcript from another college indicating graduation from high school for transfer students; or
- official documentation of earned GED.

Transfer students who successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school graduation, but must submit official transcripts of the two-year program.

Proof of graduation, or equivalent, is required prior to disbursement of any financial aid. See Financial/Financial Aid Implications for Residents of Mississippi and Tennessee under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for Mississippi and Tennessee residents.

Student Success Orientation

The orientation is designed to provide students with a complete overview of the Ashford University experience, prepare them for success in their courses, and help them to self evaluate their readiness to succeed in an online classroom setting.

Students will be instructed on Ashford University policies and the learner resources that are available to them through interactive videos and assessments. Students enrolled in orientation must successfully complete all assigned activities. Students must successfully complete orientation prior to commencing any credit-bearing coursework at Ashford University, if required. Students who have successfully completed online coursework at Ashford University are exempt from the orientation requirement.

Non-Degree Seeking Student General Admission Requirements

It is the responsibility of the applicant to provide Ashford University with all materials required for admission prior to enrolling in coursework as a non-degree seeking student. Please see additional policies for non-degree seeking students under Classification of Students in the General Academic Information and Policies section of this Catalog. Students seeking to enroll in undergraduate coursework as a non-degree seeking student must meet the following requirements prior to the start of the first course at Ashford University:

1. Have a regular high-school diploma earned through college preparatory or regular high school courses or GED equivalency recognized by the Department of Education of the state in which it was earned, completed secondary school through home schooling as defined by state law, or earned an equivalent to a US high school diploma at an international high school;
 - a. An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement for admission to Ashford University.
 - b. Qualified applicants will self-certify as to their high school education on the application for admission. Ashford University may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED.

- c. If no high school diploma was earned, applicants who have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as defined by Ashford University transfer credit policies, may be admitted.
2. Be ~~22~~ 18 years of age or older. ~~Applicants who are between 18 and 21 years old will be considered if they:~~
- a. ~~are graduates of Ashford University's Associate of Arts degree programs; or,~~
 - b. ~~have received documented approval from the Registrar's Office via the "Under 22 Appeal" process.~~ [10/24/12].

Due to the accelerated, adult-learner focus of the academic programs offered in the online modality, applicants under the age of 18 will not be considered for admission under any circumstance.

- 3. Submit an official or unofficial transcript from the regionally accredited or approved nationally accredited institution showing proof of credit awarded for any required prerequisite coursework;
- 4. Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this Catalog; and,
- 5. Have the ability to study in English indicated by one of the following:
 - a. Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;
 - b. Received a GED that was taken in English;
 - c. A minimum of 30 credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the

primary language of instruction was English; or,

- d. Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 500 paper-based or 61 Internet-based is required. Copies of official or unofficial scores must be submitted prior to enrolling in coursework as a non-degree seeking student.

Page 169

Revision, Published 10/19/12

Revision, Published 8/3/12

Admissions Policies and Procedures for Online Undergraduate Programs

- 5. ~~Successful completion of Student Success Orientation for students who indicate that they have zero (0) fewer than twenty-four (24) traditional college-level transferable credits at the time of application to any undergraduate program. a program in the College of Health, Human Services, and Science.~~[^][10/19/12].

[^]Students starting on or after July 17, 2012 will be required to successfully complete Student Success Orientation if they indicate they have zero traditional college-level transferable credits at the time of application. Additionally, students applying to a program in the College of Liberal Arts with a start date of August 14, 2012 or later will be required to successfully complete Student Success Orientation if they indicate they have zero traditional college-level transferable credits at the time of application. [8/3/12].

Page 169

Addition, Effective 7/20/12

Admissions Policies and Procedures for Online Undergraduate Programs

*** Requirements for residents of *Mississippi and Tennessee* are outlined separately; please refer to Additional Admission Requirements for Residents of *Mississippi and Tennessee*.

Pages 170, 263

Revision, Published 11/7/12

Appeal of Dismissal Following Academic Watch

Appeals are evaluated by a committee comprised of the University Registrar ~~and/or designee~~ ~~Associate University Registrar~~, and a representative from Academic Affairs. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

Page 170

Deletion, Published 8/3/12

Conditional Admission Status Requirements

Students are conditionally admitted to an undergraduate degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and it is determined that they must successfully complete an online orientation prior to being provisionally admitted to their program of interest. ~~The orientation requirement cannot be removed by changing programs after being conditionally admitted to a program requiring orientation.~~

Page 171

Addition, Effective 7/20/12

Full Admission Status Requirements

Note: Additional requirements for residents of *Mississippi and Tennessee* and for students seeking admission based on credentials earned outside of the United States are outlined separately.

Page 171

Addition, Effective 7/20/12

Additional Admission Requirements for Residents of Mississippi and Tennessee

Mississippi and Tennessee residents must submit proof of graduation from high school in one of the following forms:

- official high school transcript indicating graduation;
- notation on transcript from another college indicating graduation from high school for transfer students; or
- official documentation of earned GED.

Transfer students *who successfully completed* a two-year program that is acceptable for full credit toward a bachelor's degree from an appropriately accredited postsecondary institution, as per Ashford University admission policy, are exempt from the requirement to provide proof of high school

graduation, but must submit official transcripts of the two-year program.

Proof of graduation, *or equivalent*, is required prior to disbursement of any financial aid. See Financial/Financial Aid Implications for Residents of *Mississippi and Tennessee* under Loan Disbursement Information in the Financial Information section of this Catalog for more information concerning financial aid and payment requirements for *Mississippi and Tennessee* residents.

Page 175

Correction, Published 8/24/12

Attendance Policy for Online Undergraduate Courses

A student's last date of attendance following *successful* completion of a course is the end date of that course.

Pages 175, 266

Revision, Published 8/24/12

Degree-Seeking Student Classifications Enrollment Status

Students who remain continuously enrolled in non-term-based programs are classified as full-time. Students who are on a break of up to 14 consecutive days or on an approved break are still classified as full-time. Students who fail to return from a break as scheduled should refer to the Withdrawal from the University policies for information regarding determination of withdrawal date. The University may schedule breaks during which no courses are scheduled. When this occurs, such as during the annual winter break, the break will extend the 14 day limit to include the break. The annual winter break does not extend the 45 day limit for approved breaks that are greater than 14 days.

~~Students who remain continuously enrolled, including breaks of 14 days or less, in non-term-based programs are classified as full time. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the non-enrollment period may extend the 14 day limit to include the break.~~

Pages 179, 271

Revision, Published 11/7/12

Appeal of Academic Dismissal

Appeals are evaluated by an Appeals Committee made up of the University Registrar, or *designee* ~~an Associate Registrar~~, and representative from Academic Affairs. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

Page 181

Revision, Published 7/20/12

Bachelor of Arts Transfer Credit, Nontraditional Credit, and Prior Learning Credit Provisions and Limitations

- Within the 75 credit nontraditional maximum, a maximum of nine (9) nontraditional credits *may be applied toward major requirements (including additional majors)*.

Page 184

Revision, Effective for courses starting on or after 1/1/13 ~~1/13/13~~

0-23 Traditional Transfer Credit Students

Bachelor's program students may be required to successfully complete an online orientation prior to enrolling in credit-bearing coursework as outlined in the Admission Policies and Procedures for Online Undergraduate Programs. Following successful completion of orientation, students are required to successfully complete EXP 105 Personal Dimensions of Education as their first course. Unsuccessful completion of EXP 105 will result in the rescheduling of the course and revision of future course sequence. *A minimum grade of C- is required.* EXP 105 applies toward elective credit requirements and cannot be replaced or waived by credit in transfer.

Page 185

Revision, Effective for courses starting on or after 1/1/13 ~~1/13/13~~

24+ Transfer Credit Students

Bachelor's program students entering Ashford University with twenty-four (24) or more transferable credits are required to successfully complete PSY 202 Adult Development & Life Assessment as their first course. PSY 202 is designed to help experienced students acclimate to the online college environment. Unsuccessful

completion of PSY 202 will result in the rescheduling of the course and revision of the future course sequence. *A minimum grade of C- is required.* PSY 202 satisfies the Social and Personal Awareness General Education requirement and cannot be replaced or waived unless a student provides proof of 90 credits of lower-division transfer credits that are applicable to the student's chosen degree program prior to initial program enrollment.

Page 188, 193

Deletion, Effective 11/6/12

Associate of Arts in Business

Associate of Arts in Organizational Management

The Associate of Arts in Business and the Associate of Arts in Organizational Management programs are not offered for students beginning on or after 11/6/12.

Page 204

Correction, Published 7/6/12

Bachelor of Arts in Cognitive Studies

Major Course Requirements

ESE 370 Learning & the Brain (3 credits)

Prerequisite: PSY 101 or equivalent

Page 212

Correction, Published 7/6/12

Bachelor of Arts in Education Studies

Major Course Requirements

ESE 370 Learning & the Brain (3 credits)

Prerequisite: PSY 101 or equivalent

Page 230

Correction, Published 7/6/12

Bachelor of Arts in Instructional Design

Major Course Requirements

ESE 370 Learning & the Brain (3 credits)

Prerequisite: PSY 101 or equivalent

Page 224

Revision, Published 11/7/12

Bachelor of Arts in Health Education

- HCA 331 Introduction to Health Education (3 credits)
- HCA 415 Community & Public Health (3 credits)

- HCS 323 Health & Wellness Promotion throughout the Lifespan (3 credits)
- SOC 313 Social Implications of Medical Issues (3 credits) Prerequisites: PSY 101 and SOC 101 or equivalents
- HCS 208 Introduction to Nutritional Concepts (3 credits)
- HCS 321 Foundations of Complementary & Alternative Health (3 credits)
- *HCS 316 Cultural Diversity in Health & Illness (3 credits)
- HCA 430 Special Populations (3 credits)
- ~~HCA 331 Introduction to Health Care Education (3 credits)~~
- HCS 408 Methods of Community Health Promotion (3 credits)
- *HCS 412 Health Promotion Planning & Evaluation (3 credits)*
- ~~HCA 421 Health Care Planning & Evaluation (3 credits)~~
- HHS 460 Research Methods in Health & Human Services (3 credits)
- HCS 497 Health Education Capstone (3 credits) Prerequisite: GEN 499

Page 254

Correction, Published 10/19/12

Organizational Management Minor

Please note: This minor is not available to students majoring in *Business Administration* or *Organizational Management*.

Page 262

Revision, Published 11/7/12

Revision, Effective for students starting on or after 11/13/12

Admission Policies and Procedures for Online Graduate Programs

~~Graduate Studies General~~ **Conditional Admission Status Requirements**

Applicants seeking admission to any Master's degree program must meet the following admission requirements prior to the start of the first course at Ashford University:

1. Have a Bachelor's degree or post-graduate degree from a regionally accredited or approved nationally accredited college or university with a

grade point average (GPA) of 2.0 or above.

Applicants with a grade point average of 2.0 to 2.74 will be placed on Academic Watch; [see current catalog for full entry]

Students are expected to provide such documentation, and failure to do so may be considered a violation of the Student Community Standards. The University may deny or rescind admission to any student for failure to authenticate his or her identity.

Applicants are conditionally admitted to a Master's degree program when they submit a completed application indicating that they meet admission requirements outlined for that program and are approved by the Registrar's Office. Applicants in a conditional admission status are not eligible for Title IV funds and are not considered regular students until granted provisional or full admission.

Appeal Procedure for a 3rd Consecutive Conditional Admission Period or Ashford Promise

Provisional admission status must be attained by the end of the 2nd attempt of the Ashford Promise, while a student is in conditional standing. Students who fail to attain provisional admission by the end of their second attempt of the Ashford Promise must wait one year from the date they were denied admission to re-apply, or they may appeal the University's decision using the process outlined below to request a 3rd consecutive attempt of conditional admission in the Ashford Promise. Disagreements over academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Ashford University Admission Appeals Committee reviews the appeals and renders a decision to the student. Appeals must include an explanation of the event that occurred, which caused the student to not attain provisional admission to the University after two attempts.

Students must appeal in writing to the University Registrar. The appeal must be submitted to academic.progress@ashford.edu and approved prior to enrollment in any future courses. Additionally, the student's appeal letter must include:[12/21/12]

~~The student's appeal letter should be submitted to the University Registrar and it must include: _____~~

- ~~• A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in the undue hardship to the student;~~
- ~~• Compelling evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of college level credits during their period of absence; and,~~

~~A plan for completion of the coursework required to meet basic academic requirements during their coursework at Ashford University [11/13/12].~~

Provisional Admission Status Requirements

~~Students ~~are~~ must meet the following requirement in order to be provisionally admitted to a Master's degree program ~~once they submit a completed application indicating that they meet admissions requirements applicable to their specific degree program as determined by the University Registrar's Office.~~ at Ashford University:~~

- ~~1. Attend beyond week 3 of their first course [11/7/12] ~~Attend Week 4 of their first course.~~~~

~~Attendance ~~in~~ beyond week 3 4 constitutes a student's confirmation of their intention to continue in the program as a regular student. Upon attendance ~~in~~ beyond Week 3 4 of their first course, students are considered matriculated, regular students in their degree program. ~~Students who then enroll in courses are considered regular students in their degree program; however, students who do not meet all requirements for full admission withdrawn from the program at the conclusion of the third (3rd) attempted Ashford University course.~~~~

Page 265

Correction, Published 7/6/12

Technology Requirements Competencies

Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 3.0 or higher, or Chrome;

Page 267

Correction, Published 8/24/12

Attendance Policy for Online Graduate Courses

A student's last date of attendance following successful completion of a course is the end date of that course.

Page 360

Addition, Published 11/16/12

Board of Trustees

Dr. Richard Pattenaude

Richard L. Pattenaude served as chancellor of the University of Maine System from 2007 to 2012, after serving for sixteen years as president of the University of Southern Maine.

Prior to leading the University of Southern Maine, he served for five years as vice president for academic affairs at Central Connecticut State University and for five years as associate vice president for academic affairs at the State University of New York at Binghamton. Before moving to New York, Pattenaude was a member of the political science faculty and the associate dean of Arts and Sciences for six years at Drake University in Des Moines, Iowa.

A native of Seattle, Wash., he earned his bachelor's degree with honors in economics at California's San Jose State University and his Ph.D. in political science at the University of Colorado. His areas of expertise and publishing include American government, university leadership, public administration, and organizational theory. Each fall he teaches Introduction to American Government, currently online. He is a Vietnam veteran. President Pattenaude and his wife, Michele, have four grown children and a home in South Portland, Maine.

Page 360

Addition, Published 12/7/12

Board of Trustees

Gregory Geoffroy, PhD

Page 360

Addition, Published 12/7/12

Board of Trustees

Mary Jo Maydew, MBA

Page 360

Addition, Published 12/7/12

Board of Trustees

Lt. Col. Paul Aguirre, BA

Bachelor of Arts in Complementary and Alternative Health; Bachelor of Arts in Health and Wellness; Bachelor of Arts in Health Informatics; Bachelor of Arts in Library Science and Media; Bachelor of Arts in Real Estate Studies

Page 361

Revision, Published 11/16/12

Ashford University Administration

Elizabeth Tice, PhD

~~President/CEO~~

Executive Vice President, Chief Academic Officer

Page 361

Addition, Published 11/16/12

Ashford University Administration

Richard Pattenau, PhD

President/CEO

Page 361

Addition, Published 12/7/12

Ashford University Administration

Thomas Mead, MS

Vice President of Finance

Page 361

Addition, Published 1/4/13

Faculty

Any updates to Ashford Faculty are presented on the Ashford University website. Please visit <http://www.ashford.edu/community/online-faculty.htm> for the most up-to-date faculty biographies.

Page 367

Revision, Published 10/19/12

State Regulatory Information

Maryland Higher Education Commission (*pending*)

Mississippi State Board for Community and Junior Colleges (*not required/exempt*)

New Hampshire Postsecondary Education Commission (*approved*)

West Virginia Higher Education Policy

Commission (*approved*)

Page 369

Addition, Published 11/21/12

State Regulatory Information

Washington State Higher Education

Coordinating Board (*approved*)