

Non-degree seeking students who wish to become degree-seeking must meet all admission requirements for that degree. Courses taken by non-degree seeking students apply to degree requirements if the courses are appropriate for the selected degree.

Certificate Admission

Undergraduate

Applicants seeking a Certificate of Completion, an Academic Certificate, or special student status must submit a completed application for admission and the required fee. Additional documentation is not required. However, if the student intends to matriculate as a degree-seeking student, he/she must meet the requirements of degree-seeking candidates outlined above.

Graduate

To be considered for admission, an applicant must submit a completed application, application fee, student copies of the degree granting transcripts (to be followed by official copies), and other required documents to the CPS Admissions Office, (see the specific requirements for the certificate in each school.) After the application file is determined to be complete, it is sent to the applicant's academic program for review, a faculty interview (if required), and final decision on admission. Official copies of all required transcripts must be received by the CPS Admission Office within 30 days of the original application.

Returning Students

Undergraduate

Undergraduate degrees are designed to allow flexibility in the completion of the course of study. Students may find it necessary to stop taking courses for a period of time. They may return at any time within the seven year degree completion time period.

Students near the end of their seven year program limit and within 24 semester hours of completing their degree may request from their advisor an approval of a program of study extension. The extension is for a maximum length of one year.

Graduate

Graduate degrees are designed to allow flexibility in the completion of the course of study. Students may find it necessary to stop taking courses for a period of time. They may return at any time within the six year degree completion time period.

Students near the end of their six year program limit and within 9 semester hours of completing their degree may contact their school and request an approval of a program of study extension. The extension is for a maximum length of one year.

Expired Applications

Applications remain current for one year after submission. Students who do not enroll in any Regis course within one year must reapply and complete the admissions process under the policies and degree requirements in effect at the time of reapplication. No additional admission fee is charged.

ACADEMIC INFORMATION

STUDENT RESPONSIBILITIES

Students are expected to have college-level writing skills when they enter a program. These skills include writing mechanics (grammar, spelling, punctuation, word usage and structure) along with analysis of issues, support of position, and clarity of thought. Each student is responsible for meeting the writing standards designated by the degree program.

For master's students, a personal computer with a modem is an indispensable management tool. The benefits of having full-time access to a personal computer far exceeds those obtained through sharing the limited amount of equipment in Regis' computer laboratories. Students are encouraged to have access to their own personal computer, either through personal ownership, rental, or arrangements made with their employer.

STUDENT ETHICS STATEMENT

An integral component of CPS courses is student and facilitator/instructor self-disclosure and the use of personal experience for the purpose of facilitating course work. Each student is expected to honor confidentiality as it pertains to student disclosure. It shall be a violation of the ethical standards to use shared information, comments, or opinions expressed by another student or facilitator/instructor in the educational setting in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure the student in his/her personal, public or business/professional life. In addition, confidentiality must be upheld by not disclosing any information which would identify a particular individual or organization.

An additional integral component of higher education is challenging one's own perceptions and beliefs regarding the course content and integrating information as well as understanding opposing perceptions and beliefs. Thus, students have the right to choose how much they will disclose and must also accept the responsibility of respecting disclosure of other students and facilitators/instructors.

STUDENT STANDARDS OF CONDUCT

In the spirit of the Jesuit mission of Regis University, CPS students and faculty share responsibility for maintaining an appropriate learning environment. This includes using information technology responsibly in online and other courses. In order for faculty members to provide and students to receive effective instruction in classrooms, laboratories, online courses, and other learning areas, the College for Professional Studies and the faculty expect students to conduct themselves in an orderly and cooperative manner and not engage in disruptive behavior, disorderly conduct or intentionally interfere in the freedom of expression of others.

"Disruptive Behavior" or "Disorderly Conduct" as applied in all academic settings and formats (i.e., classroom, online, independent study, etc.) means behavior that a reasonable faculty member or student would view as intentionally or recklessly interfering with normal academic functions, university events, or university sponsored activities.

Examples include, but are not limited to: persistently speaking or commenting without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or, in extreme cases, physical threats, harassing behavior or personal insults; refusal to comply with faculty direction including refusal to work in a group, using a cell phone or pager during a classroom session, inappropriate mediated communication; or behavior that has a negative impact in any learning environment.

Disruptive behavior also includes any other behavior covered by the Regis University Student Handbook: Code of Conduct which can be found at www.regis.edu.

Students who fail to adhere to acceptable behavioral standards may be subject to discipline which may include reprimand, dismissal from the class and/or expulsion from the College for Professional Studies. Students who wish to appeal a decision regarding the consequences of their behavior should follow the Appeal Process outlined in the Regis University Student Handbook.

Academic Integrity

Academic integrity is built upon the values and virtues of honesty, loyalty and trustworthiness. A failure to observe these basic values undermines the very foundations and bonds of a learning community and impairs the most basic goals of education. As members of the CPS community, the collective academic integrity is a prerequisite for the pursuit of knowledge and excellence in professional practice. In particular, the Jesuit principles that underlie the Regis University mission and core philosophy, with their call to ethical inquiry and care of the whole person, demand that students commit to academic integrity in all aspects of their professional education and development. Likewise, faculty and all CPS employees must demonstrate and model the same high standards with respect to being responsible for one's own academic work, participating with good faith in academic discussions, and acknowledging the work of others.

At Regis University, academic integrity is viewed as an academic matter rather than an issue of student conduct.

In order to establish and foster a community in which academic dishonesty and misconduct are socially and professionally unacceptable, all students and faculty are expected to adhere to the CPS Academic Honor Code. This Academic Honor Code is intended to support the shared responsibility of faculty and students in maintaining an academic environment in which the values of truth and justice prevail in all activities related to learning, teaching, research, scholarship and professional practice.

Academic Honor Code

Students and faculty of CPS are committed to the highest standards of academic integrity and assume full personal and professional responsibility for maintaining those standards. All members of the CPS community are to exhibit the qualities of honesty, loyalty and trustworthiness in all academic and clinical activities, holding themselves and each other accountable for the integrity of the learning community.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to this College for Professional Studies Academic Honor Code. In doing so, the student acknowledges that the work represented in all assignments and all examinations is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any assignment or examination to another student in any semester.

The CPS Academic Honor Code applies to any student in a CPS course, regardless of the student's home college or program, and will be enforced according to the policies and procedures of the Code. (In the cases of joint academic programs (e.g. National University of Ireland, Galway and Regis, ITESO and Regis, the academic integrity policies that comprise those joint program agreements apply and take precedence.)

Violations of academic integrity are taken very seriously in the College and include cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All violations will be reported with appropriate sanctions applied. All faculty have access to plagiarism detection software, which can be used with or without a student's knowledge in any CPS course.

Violations of academic integrity include, but are not limited to, the following:

Cheating: A form of dishonesty by which the person misrepresents his or her mastery of the course content or clinical experience. Cheating applies to examinations, labs, written assignments, clinical experiences, online discussions and any other form of student assessment.

Plagiarism: A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists.

Fabrication: A form of dishonesty by which the person invents or falsifies information or research findings.

Collusion: A form of dishonesty involving two or more persons acting in a manner so as to misrepresent individual effort, learning and/or contributions to course assignments. form of dishonesty by which the person invents or falsifies information or research findings.

Other Examples of Academic Misconduct:

- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access to use of another's computer account, access codes or electronic file.
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to, among other things, avoid or delay timely submission of academic work or the taking of an examination, or to request an incomplete or administrative drop in the course.

- Submitting the same work or extending previous work to fulfill the requirements of more than one course without the explicit permission of the instructors. This may be characterized as “self-plagiarism,” or “recycled papers/assignments” and is a form of academic misconduct.
 - Coercing any other person to engage in academic dishonesty or misconduct.
 - Aiding any other person engaged in academic dishonesty or misconduct.
 - Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose.
 - Denying access to scholarly resources or otherwise impeding the progress of another student or scholar. Violations include, but are not limited to giving other students false or misleading information; making library materials unavailable through stealing or defacement; deliberately misplacing or destroying reserve materials or altering and/or destroying someone else’s computer files.
- a. The faculty member and/or academic administrator notify the student about the charge. The faculty member and the student submit appropriate documentation and information regarding the charge.
 - b. The Chair of the AIB is notified and a consultation is initiated (Level 3 violations are automatically referred to AIB). Consultations are generally initiated within one business day.
 - c. Collaboratively with the AIB, the faculty and academic administrator determine the nature of the violation and the appropriate sanction and report same to the assistant dean.
 - d. The assistant dean informs the student, the faculty member and the academic administrator in writing, of the violation and sanction with a copy to the student’s academic file.
 - e. The assistant dean completes and submits the Notification of Academic Integrity Policy Violation to AIB.
 - f. A copy of the Notification of Academic Integrity Policy Violation, student/faculty correspondence and other documentation relevant to the incident and or investigation is placed in the student’s academic file.
 - g. The case is referred to the VP of Academic Affairs if academic expulsion is recommended.

Procedure:

1. The faculty member identifies an infraction of the Academic Integrity policy and first discusses the matter with the student. If, at the end of the conversation, the faculty member is convinced of the violation, the member should submit a brief statement regarding the charge of violation of the Academic Honor Code with supporting evidence to the academic administrator, and the following steps are completed:
 - a. The academic administrator (i.e., faculty chair, program coordinator) checks with Academic Integrity Board (AIB) repository for any prior violations by that student and prior actions taken. Repeat violations automatically increase the level of sanction.
 - b. The faculty member and/or academic administrator notify the student about the charge. The faculty member and the student submit appropriate documentation and information regarding the charge. In the course of the investigation, the assistant dean of the School may consult with a member or members of the AIB regarding the investigation or determination of sanction by notifying the Chair of the AIB. Consultation requests will normally be responded to within one business day.
 - c. The faculty member and the academic administrator determine the level of violation and the appropriate sanction, and report same to the assistant dean.
 - d. The assistant dean informs the student, the faculty member and the academic administrator of the violation and sanction in writing .
 - e. The assistant dean completes and submits the Notification of Academic Integrity Policy Violation to the AIB.
 - f. A copy of the Notification of Academic Integrity Policy Violation, student/faculty correspondence and other documentation relevant to the incident and or investigation is placed in the student’s academic file.
2. If the violation is otherwise egregious in nature
 3. In the event of course failure, academic suspension or academic probation in which the transcript code for violation of academic integrity is requested, the Office of Academic Records and Registration is notified.

Appeals of Academic Integrity Sanctions:

The student may appeal or dispute the charge itself, the level of violation assigned, and/or the specific sanction applied to the AIB by submitting a written request to the Chair of the AIB. The written request for appeal must include the student’s reasons and rationale for the appeal.

The student has the right to read all written reports that document the charge, the level of violation and/or the specific sanction applied.

The student has the right to confidentiality in the conduct of the discussion with the members of the Academic Integrity Board.

The decision of the AIB is final. NOTE: The AIB appeal process is limited to consideration of matters that deal exclusively with academic integrity. Other aspects of student academic performance or related violations of the Student Code of Conduct must be handled according to the normal processes outlined in the University Catalog and the relevant student handbook.

1. The student submits a written request for appeal to the Chair of the AIB within one week of receiving notification of a charge, a violation and/or a sanction.
2. All relevant documentation is submitted by the faculty and student to AIB for consideration.
3. The AIB reviews all documentation and conducts further investigation if warranted. The appeal panel renders a decision, generally within three working days.

4. The AIB notifies the student, faculty, assistant dean and dean of decision in writing.
 - a. Student appeal is denied; the charge, the violation and/or the sanction is upheld
 - b. Student appeal is successful; the charge, violation and/or sanction is modified or reversed
5. The School completes any further notification to the Office of Academic Records and Registration and/or fulfills School procedures related to imposition of the sanction, e.g., probation or dismissal.

Additional information regarding the CPS Academic Integrity Policy and Procedure (including sanctions, responsibilities, and detailed examples) can be found at www.regis.edu.

LEARNING FORMATS

A variety of learning formats and locations offer students flexibility and options in completing graduate and undergraduate study. Among all degrees, close attention is given to the integration of theory and practice as well as opportunities to develop skills and abilities that prepare learners for changing demands of the workplace. Three learning options are available for students to earn Regis University credit: accelerated classroom-based, guided independent study, and online.

Classroom-Based

Classroom-based courses are offered in five, eight, and 16-week academic periods, weekend intensive format or in summer intensive format. Most courses meet one or two days/evenings each week for a total of 20 to 32 contact hours. Course learning format, selection, and availability vary by campus location.

Students choosing this option usually study a single subject area for a concentrated period of time. This course format is based on a facilitative model of learning.

Most accelerated classes require a minimum of 19-25 hours of combined study and classroom time each week, depending on the course content, course length and the student's learning style. While this model allows for degree completion in a shorter period of time, there is an increased expectation for independent learning outside the classroom.

Directed Study

For directed study, student's share the responsibility for course design with a faculty advisor at Regis University, as well as an outside expert who serves as a course consultant. Plans for course study are formalized in a Learning Contract. The Learning Contract is similar to a course syllabus, and includes clear statements of course objectives, required learning activities and method of evaluation.

In addition to completing courses in the classroom or online, students may choose to complete a variety of undergraduate courses through an independent study format. In most cases, students will complete the same assignments – with a few revisions – as students in a classroom-based course. Each course will be taken in an eight-week format. Instructors will be chosen

from the affiliate faculty within the College for Professional Studies.

Students spend approximately 45 clock hours per credit on each course, including planning time, meetings with their instructor, and doing the course work. For a three-semester hour course completed during an eight-week academic period, this would constitute a minimum of 17 to 20 hours each week. Selected courses are offered on the semester calendar.

Online

Online courses are generally offered in an accelerated eight-week format over the Internet. These courses are designed to provide an interactive learning experience for students. Faculty and students communicate and collaborate through online discussions and e-mail. Course materials generally include textbook(s) and online workshops.

Lifestyle issues--including variable work schedules, family responsibilities, physical limitations or geographical inaccessibility--make this a viable option for adults pursuing higher educational goals. Regis Online courses primarily focus on the completion of a degree however many of the courses may be approved to apply toward other majors. Educational technologies like synchronous and asynchronous web technologies, CD and e-mail offer learners convenience and flexibility. Online courses have highly structured requirements and deadlines which fall within eight week academic terms.

Online students need to have computer equipment and skills at a specified minimum level. Please check with the undergraduate program for current requirements. Students should allocate a minimum of 20 hours each week for completing course assignments and participating in online discussions.

CURRICULUM

Regardless of format, each course offered through the College for Professional Studies focuses on course objectives, required learning activities, and outcome evaluation. Close attention is given to the integration of theory and practice, as well as the opportunity to develop skills and abilities that prepare students for changing demands of the workplace.

Because effective written and oral communication skills are essential in both occupational and academic environments, the CPS emphasizes the development of these skills.

FACULTY

Facilitators, independent study course instructors, and presenters are working professionals representing various corporations, businesses and organizations. All hold a master's or doctoral degree, and bring academic theory and current professional experience to the learning environment. An assessment process is employed to determine not only the knowledge base of each selected faculty member, but also his/her ability to facilitate the learning of adult students.

ACADEMIC ADVISING

A unique feature of CPS is its emphasis on academic advising. Advisors are available to assist with course planning and degree development as needed. Advisors provide assistance and recommendations to students from the point of admission through graduation.

EARNING ACADEMIC CREDIT

Toward completion of degree, certificate, or licensure requirements, students may utilize a combination of the following methods for accumulating credit:

Regis University Credit

Students may complete Regis University academic course work through any combination of the following learning formats as availability of course format permits:

- classroom-based courses
- directed study
- online courses
- blended courses (classroom-based and online combination)

Course work acquired through any of these learning formats, as well as courses available through Regis College or the Rueckert-Hartman College for Health Professions, meet the definition of Regis University credit.

All undergraduate students seeking a bachelor's degree and/or teacher licensure are required to complete a minimum of 30 semester hours at Regis University.

Credit for Prior Learning

Many adult students have extensive work or life learning that can be documented and evaluated for undergraduate college credit. The College for Professional Studies offers two methods of assessing prior learning:

Prior Learning Assessment (PLA)

Regis University, like more than 1,500 other American colleges and universities, awards credit for documented, college-level learning gained through experience, and/or on-the-job training programs. A portfolio of prior learning consists of one or more essays in which the student demonstrates the knowledge equivalent to that gained from a college course. PLA credit may be awarded for a wide range of areas of expertise. Students can petition to earn credit in any college-level subject area (e.g., business, computers, fine arts, creative writing, religious studies, and photography).

All students who wish to earn PLA credit must enroll in ED 202-Prior Learning Assessment (3 semester hours). This course is available in the accelerated classroom-based format at selected Regis campuses or through Regis Online. Students also have the potential of earning a minimum of three PLA credits at completion of this course.

Students may petition for a maximum of 45 semester hours of PLA credit. Both the ED 202 course and subsequent portfolio credits are graded on a Pass/No Pass basis by faculty and or subject matter experts. Credits earned through the PLA process do not apply toward the Regis University residency requirements (30 semester hours). Students may obtain additional information from the PLA office at 303-458-3531 or 1-800-967-3237 Ext. 3531, or on the Regis website at www.regis.edu.

Credit by Exam

Students' prior learning may also be accessed through several testing options. Two nationally standardized exams are available: College Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES). In addition, students who have experience in the course content area may be awarded credit for courses offered at Regis University through Challenge Exams. While there is no limit to the amount of credit that can be awarded through these testing programs, these credits do not apply toward meeting the Regis University residency requirement.

Students are advised to review their previous college work with an advisor and seek approval prior to taking any examination to avoid duplicate or unacceptable credit.

College Level Examination Program (CLEP)

There are over 30 standardized CLEP exams in a wide range of academic areas offered nationally through the College Board. Most CLEP exams meet specific Regis University degree requirements.

The most recent Official Handbook for CLEP Examination is available in most bookstores, including the Regis University Bookstore, library and Regis website at www.regis.edu. This guide should be used as a reference in preparation for all CLEP exams. Minimum scores required for awarding credit are established by the University. Students who do not achieve a passing score must wait six months to retake the exam.

Defense Activity for Nontraditional Education Support (DANTES)

DANTES Subject Standardized Tests (DSST) were originally developed for military personnel. They are similar to the CLEP exams but cover additional subject areas.

Fact sheets for each DANTES exam are available from the Testing Center or Regis website. Minimum scores required for awarding credit are established by the University. Students who do not achieve a passing score must wait six months to retake the exam.

Challenge Exams

Over 30 exams have been developed by Regis faculty. Business, computer science, accounting and speech communications are examples of the subject areas offering Challenge Exams. Students who wish to take a Challenge Exam are required to have experience in the subject area that they want to "challenge." Exams are graded on a Pass/No Pass basis, and the grade is recorded on the student's academic transcript. Students who do not pass the Challenge Exam are not eligible to re-take the exam or petition for credit for the course through prior learning assessment.

Information for each exam may be obtained directly from the Regis Learning Commons, room 241, David M. Clarke, S.J. Hall or at www.regis.edu.

Transfer Credit

An official evaluation of transfer credit will be completed only after all admissions requirements have been met, formal admission to the University has been granted, and the student has submitted the required official credentials. Any evaluation of transfer credit completed prior to meeting all these conditions is considered unofficial.

Transfer credit policies vary for undergraduate and graduate programs in the College for Professional Studies. In order to ensure acceptance of transfer credit from other institutions once students are enrolled at Regis University, all transfer courses need prior approval of an undergraduate advisor, graduate faculty advisor or designee. Undergraduate transfer credit with a grade of "C-" or better is accepted in transfer toward an undergraduate degree. Graduate transfer credit with a grade of "B-" or better is considered for transfer toward a graduate degree. For additional information on transfer credit, students should refer to the Transfer Credit Information in the Regis University General Information section of this *Catalog*.

Undergraduate

The College for Professional Studies accepts credit toward core, lower division major, general elective requirements, and up to half of the upper division semester hours required for the major and (if applicable) half of the upper semester hours required for the minor in transfer credit. A maximum of 98 semester hours may transfer toward an undergraduate degree. Once the student has applied, all remaining upper division (advanced) course work must be completed at Regis. Specific questions concerning the evaluation of credits should be directed to an advisor.

In addition to credit transferred from regionally accredited institutions of higher learning, the CPS Undergraduate Program has established provisions for the acceptance of military, business and industry training, and technical credit.

Graduate

Of the total semester hours required for any one of the graduate degrees, no more than 20% of the total semester hours required may include transfer credit course work, or course work included in a previously earned degree from another regionally accredited college or university or from Regis University. Graduate degrees with the total semester hours required equal to either 30 or 36 semester hours may transfer a maximum of 6 semester hours. Graduate degrees for which 48 semester hours are required permit 9 semester hours of transfer credit. Acceptance of transfer course work is based on a course content review. Transfer course content must be equivalent to a degree course.

Course(s) considered for transfer must be graduate level and be equivalent to a course required for the degree or meet a degree requirement category (e.g., general elective). Students must have earned a minimum grade of "B-" for the course(s) to be eligible for transfer and only credit completed within the last ten years is eligible for transfer consideration. Some graduate programs may have a more restrictive age limit for transfer credit than the University limit of ten years. Students may also be requested to

submit official course descriptions or a course syllabus. Transfer credit is approved by a graduate faculty, assistant dean, or designee.

Course work is eligible for transfer at any point during the program of study unless otherwise stated. Graduate degree programs may have more specific or more restrictive transfer credit policies than these stated policies. Specific transfer credit policies are stated in the appropriate graduate degree section of this *Catalog*.

Graduate Certificate Transfer Credit

Graduate transfer credit is not accepted into the Certificate Program. All semester hours required must be earned through Regis University.

Military Credit

Credit is awarded upon recommendation of the ACE Guide for Educational Experiences in the Armed Services.

Business and Industry Training

Credit is awarded upon recommendation of the American Council on Education National Guide for ACE evaluated courses in business and industry training programs and the National College Credit Recommendation Service (NCCRS).

Technical Credit

Technical credit is defined as college-level credit in the practical, industrial or mechanical arts or the applied sciences. The credit must come from a regionally accredited institution, or from institutions with certain national accreditations. A maximum of 24 semester hours of Technical Occupational Specialty (TOS) credit are allowed to transfer as undergraduate general elective credit.

REGISTRATION

The course schedules in the College for Professional Studies are originated by the respective Schools. Students may register online via WebAdvisor, in person, by phone, fax, e-mail, or mail. Students may register and pay at any Regis University site.

Add/Drop

College for Professional Studies students may drop a course through the end of the published add/drop period via online, in person, by phone, e-mail, mail or fax at any Regis University site. When students drop a course within the add/drop period, the course does not appear on the transcript and tuition charges are credited to the account. Students that are registered for a course but are absent from the first class meeting without giving prior notice to the instructor may be dropped and students are notified by Enrollment Services regarding their status.

TUITION AND FEES

Registration confirmations and invoices are mailed to students. Payment of tuition and fees is expected during the first week of

the academic period. There are several payment options, which are explained in the General Information section of this Catalog. Students are also urged to go to the Regis website, www.regis.edu for more information.

CONCURRENT ENROLLMENT IN OTHER REGIS PROGRAMS

Concurrent enrollment is defined as taking courses simultaneously in more than one Regis University school. Students may take courses in multiple programs within schools to fulfill degree requirements for graduation. Students wishing to cross-register within the University are not required to complete an application; however, updated information may be required at the time of registration.

Students in the College for Professional Studies may register for courses offered in Regis College or in the Rueckert-Hartman College for Health Professions that are open to non majors. CPS students must obtain the approval of their CPS advisor, their School Dean, and the Academic Dean (or designee) of the College for Professional Studies and the Academic Dean (or designees) of the college within which the student wishes to enroll. Tuition and fees are charged at the rate of the program offering the course.

Some programs may have more restrictive requirements for cross-registration. Refer to the program information in the appropriate degree program section.

COURSE AVAILABILITY

Regis University does not guarantee that courses will be offered at the same campus location or on the same evening as they were offered for a previous academic period. A course is subject to cancellation if the minimum student registration for that course is not met.

CLASS ATTENDANCE

Students are expected to make every effort to attend all class meetings. Attendance standards for individual courses are established in writing by the instructor at the first class session. Students unable to attend the first class must contact the instructor ahead of time.

Students who do not attend the first night of class, or for online courses do not login within the first three days of the class session, and do not notify the instructor in advance, risk being dropped from the course.

ATTENDANCE AT FINAL EXAMINATIONS/CLASS

Final examinations may be given at the end of each academic period. Students who miss a final examination, or who fail to submit all required work without a justifiable excuse, are awarded a grade based on all course requirements. Students who are unable to take a final examination or complete final course requirements for a valid reason (i.e., circumstances beyond the student's control) must request in writing to the instructor a grade of incomplete (I). The "I" grade must be removed within a specified period of time or the alternate grade is assigned. More

information can be found under the "Grading" heading in this section of the *Catalog*.

COURSE LOAD/OVERLOAD

Undergraduate students who wish to register for more than two courses in any five- or eight-week term, or more than 18 semester hours in one semester must receive approval from the CPS Undergraduate Advising department. Students must obtain and submit an Overload Request form 30 days prior to taking the overload credit to the CPS Undergraduate Advising Department. The advisor will:

- Verify that students have a 3.000 grade point average or higher.
- Ensure that students have no incomplete grades pending.
- Contact students regarding approval or denial of the request.

No further overloads are approved if students receive any incomplete grades and/or fall below a 3.000 grade point average.

Graduate students should refer to the CPS school section of this *Catalog* for specific requirements regarding course load/overloads for each degree program.

GRADING

For information on grade reports, incomplete grades, change of recorded grade, and repeat for higher grade, students should refer to the University General Information section of this *Catalog*.

Grade of Incomplete

If a grade of Incomplete is approved by the instructor for a CPS graduate course, the incomplete grade assigned is "I/F". The length of time for completion is determined by the instructor but may not exceed the end of the following term. If the work is not completed by the deadline, the Incomplete will revert to a grade of "F".

Grade of "In Progress"

"In Progress" grades are given to students in graduate capstone project courses, graduate thesis courses or practicum/internship courses where it may be appropriate for a student to take longer than the eight weeks or semester (if a semester-based course) provided for completion. If the course instructor agrees that the student should be given additional time, an "In Progress" grade can be granted for a period of up to one year (12 months) to complete the capstone project course or practicum/internship. The grade to be recorded in the student's record is IP/F or IP/NP depending on whether the approved grade in a letter grade or Pass/No Pass. If the student does not satisfactorily complete the course within the one year period, the grade reverts to the "F" or "NP" grade.

"In Progress" grades will only be given in the capstone/thesis courses or practicum/internship courses. "In Progress" is not appropriate for other courses where there is a definitive end date. In those cases if the student is unable to complete the course work for an approved reason and the instructor approves, the

appropriate grade is Incomplete/F (I/F) and the student has no more than the eight weeks or equivalent term to complete the work.

Grade Reports

All grades are reported at the end of each academic period, at which time they become official and are entered on the students' permanent record. Grade reports are no longer mailed to students; however, grades may be accessed online through the WebAdvisor link at www.regis.edu.

Additionally, students may request an official grade report via phone, fax, e-mail or online. The official grade report is mailed to the student's permanent address. Grades cannot be given over the phone or e-mailed to the student.

Appeals of Disputed Grades

Students who wish to dispute a grade earned in a course should use the following procedures:

1. The student contacts the instructor of the course to request a review of the issue.
2. If the dispute is not resolved with the instructor, the student submits a written request for review of the grade to the degree chair. The written request must be initiated within 60 days after the last official day of the term in which the course in question was taken. The request must provide rationale indicating why the grade earned is not appropriate, and all relevant documentation must be included (course syllabus, copies of exams, quizzes, papers, presentation materials, etc.) The request must include the student's name, address, e-mail address, course number, instructor name and the term in which the course was completed.
3. The faculty lead reviews all documentation submitted. If needed, the degree chair contacts the student and the instructor to arrange a personal interview. The faculty lead approves or disapproves the appeal. If the faculty lead approves the appeal, a Change of Grade form is completed and submitted to the Office of Academic Records and Registration. The faculty lead informs the student and the instructor in writing of the decision regarding the appeal.
4. If the grade dispute is not satisfactorily resolved, the student may appeal the decision to the Assistant Dean of the appropriate school. This written appeal must be submitted within two calendar weeks of receipt of the decision in step 3 above.

The Assistant Dean will review the proceedings and any additional information provided by the student. The decision of the Assistant Dean is final.

DEAN'S LIST

For fall, spring and summer semesters, a Dean's List is created for College for Professional Studies undergraduate students. A degree-seeking student who carries a semester load of twelve or more graded semester hours and who earns a minimum semester grade point average of 3.800 is placed on the Dean's List. A student who is required during the semester to take a Pass/No Pass course--and who also carries nine or more graded hours

with a 3.800 semester grade point average--is eligible for inclusion on the Dean's List. Students who are not required during the semester to take a Pass/No Pass course but request the Pass/No Pass grading option are eligible if they earn a grade of Pass in the course and earn a minimum of twelve letter-graded semester hours. Student who earn a No Pass grade or an Incomplete grade are ineligible for the Dean's List.

ACADEMIC STANDING AND PENALTIES

Good Standing

A College for Professional Studies undergraduate student must maintain at least a 2.000 cumulative grade point average to be in good academic standing. The cumulative grade point average is computed by dividing the total number of grade points earned by the total number of credit hours attempted. A grade of less than "C-" in an upper division course in the major or minor area is not counted toward completion of major or minor requirements. A grade of less than "C-" in other courses indicates an academic deficiency; however, these courses apply toward graduation.

To sustain good academic standing at the graduate level, a cumulative grade point average of 3.000 for 600-level course work is required. The cumulative grade point average is computed by dividing the total number of grade points earned in the 600-level courses, by the total number of semester hours attempted in those courses. No more than two courses with grades of "C" can count toward graduation requirements. A grade lower than a "C" (e.g. "C-") is not counted toward degree requirements, but is included in the cumulative grade point average.

Probation

The College for Professional Studies undergraduate student whose cumulative grade point average falls below 2.000 at the end of any given semester is placed on academic probation. During the next semester (fall, spring, summer) of enrollment, the University expects the student to raise his/her cumulative grade point average to a minimum of 2.000. If the cumulative grade point average remains below 2.000, the student may be academically suspended at the end of the probationary semester. The student must work closely with his/her advisor to determine the number of semester hours to be taken during the probationary semester to maximize the possibility of earning the required cumulative 2.000 grade point average by the end of the semester. Students are formally notified of their academic probation in a letter from the School Dean. Academic probation is recorded on the student's permanent academic record (transcript).

Occasionally, a student's Regis University cumulative grade point average is so low that the student finds it mathematically impossible to attain a 2.000 cumulative grade point average during only one semester. In this case, the student may enter into an agreement with a advisor of the College for Professional Studies to earn a provisional grade point average for the semester. The agreed-upon grade point average is set within a range that is a fair and reasonable expectation for the student. If the provisional semester grade point average is earned for the semester, but the student's cumulative grade point average is still below 2.000, the student may be permitted to continue on probation rather than be suspended.

Undergraduate students accepted on probation by the College for Professional Studies may be suspended at the completion of their first semester of course work if they have not achieved a 2.000 cumulative grade point average.

Graduate students whose cumulative grade point average falls below 3.000 for 600-level course(s) at the end of any given semester are placed on academic probation. After one semester on probation, a student's performance will be reviewed by the appropriate faculty lead and School Assistant Dean. Students who are not successful in raising their grade point average to 3.000 will be considered for suspension by the faculty lead and School Assistant Dean. Students on probation are permitted to take only one course per term and are not permitted to have an Incomplete grade while on Probation. In addition, graduate students who receive a grade of "C" or less in two courses are subject to academic review. Students are formally notified of their academic probation in a letter from the School Dean.

Suspension

If a College for Professional Studies student has been placed on academic probation and does not achieve a 2.000 (undergraduate) or 3.000 (graduate) cumulative grade point average at the end of the next semester of enrollment, he/she is suspended. Academic suspension is recorded on the student's permanent academic record (transcript). Students are formally notified of their suspension from Regis University in a letter from the School Dean.

Students who are notified of academic suspension for the previous semester and who are currently in attendance in a Regis University class may complete that class. Any additional registrations will be dropped.

After one calendar year, the student may apply for readmission by fulfilling the following written requirements:

- Submit a letter requesting readmission and an explanation of the previous academic difficulties and how the problem(s) have been addressed.
- Submit a written contract, signed by the student and the appropriate Assistant Dean, which states how the student will meet the required minimum grade point average or an agreed-upon provisional grade point average within a defined period.
- An official transcript showing at least 12 semester hours of acceptable academic course work completed at a regionally accredited college or university (undergraduate students only).

Dismissal

Academic dismissal is action taken by Regis University by which the student is rendered ineligible to return to Regis University for any program of study. For this action to be taken, a student must have been suspended, applied for and been readmitted to Regis University on academic probation, and failed to achieve either the required minimum grade point average or an agreed-upon provisional grade point average. The provisional grade point average is pre-determined by the student and the appropriate school assistant dean. Academic dismissal is recorded on the permanent academic record (transcript).

Suspension/Dismissal Appeal Procedure

Students who wish to appeal their suspension/dismissal must complete the following requirements within 30 days of the date on the letter of notification for Suspension/Dismissal.

Write a letter or send an email to the School Dean, College for Professional Studies explaining:

1. Why the student should not be suspended from the program or dismissed from the University.
2. What prevented the student from successful progress toward completion of academic goals.
3. That the student is committed to and ready to proceed with serious academic study.
4. Why the student failed to achieve the required grade point average. Were there, for example, any extenuating circumstances beyond the student's control.
5. The names of the student's advisor or faculty members from whom supporting statements may be solicited by the student (undergraduate students only).
6. Contact the advisor, faculty member, doctors, etc. to discuss the case. Any supporting statements from them must be received by the same deadline.

The School Dean is interested in any pertinent information which has genuine bearing on the matter. The focus is on why the suspension/dismissal action should be reversed and why the student failed to reach his/her academic goals.

Decisions on Suspension/Dismissal appeals by the School Dean are final; no further appeals are accepted.

GOVERNING CATALOG

UNDERGRADUATE

Student program of study is determined by the University *Catalog* degree completion requirements in effect at the date of acceptance. CPS undergraduate students have seven years (84 months) from the date of acceptance to complete degree requirements. During the seven year period, students are permitted to benefit from any changes (e.g., transfer credit policy changes; does not include degree requirement changes) that were implemented since the date of acceptance into the program. If the seven years expire before the student has completed all degree requirements, the student must apply for readmission and the program of study is determined by the University *Catalog* degree completion requirements in effect at the date of reapplication.

GRADUATE

Student program of study is determined by the University *Catalog* degree completion requirements in effect at the date of acceptance. CPS Master students must complete all degree requirements within six years (72 months) from the date of the student's acceptance into the program. During that six-year period, students are permitted to benefit from any policy changes (e.g., transfer credit policy changes; does not include degree requirements changes) that were implemented since the student's

program acceptance. If the six years expire before the student has completed all degree requirements, the student must apply for readmission and the program of study is determined by the University *Catalog* degree completion requirements in effect at the date of reapplication.

CHANGES IN REQUIREMENTS

The reevaluation of requirements listed in this section is the responsibility of University councils and the Board of Trustees, and is subject to revision. The Regis University *Catalog* provisions in effect at the time of acceptance will prevail. All students wishing to transfer from one major and/or minor to another must meet all degree requirements at the time the transfer is made.

BACCALAUREATE DEGREE REQUIREMENTS

In addition to the completion of the Core Studies academic requirements, the following are also required of each undergraduate degree candidate in the College for Professional Studies:

- The completion of 128 semester hours of academic work in which the candidate has earned a minimum cumulative Regis University grade point average of 2.000. Thirty semester hours of the total 128 hours must be at the upper division level.
- A minimum of 30 semester hours completed at Regis University. This does not include credits earned through Prior Learning Assessment (portfolio or credit by exam). Of these 30 semester hours, 18 semester hours must be at the upper division course level (400 level).
- The completion of a major, consisting of a minimum of 42 semester hours of courses in one subject area. Of the 42 semester hours, a minimum of 18 semester hours must be at the upper division course level (400 level).
- The completion of a minor area is optional. The minor consists of 12 upper division (400 level) semester hours in a discipline outside the major that lends support to the development of the major and aids students in reaching their ultimate educational objective.
- A grade of "C-" or higher for credit to be counted in the major or minor areas.
- Students may transfer up to half of the upper division semester hours in the major and half in the minor. Once the student has applied, all remaining upper division (400 level) courses must be completed at Regis University.
- Some courses taken toward a major may also count toward the Core Studies requirements. A single course cannot, however, satisfy two Core Studies requirements.
- Upper division courses required to meet one major or minor cannot be counted toward a major or minor in another discipline except under the following conditions:
 - I. In the event the upper division requirements for a major exceed 18 semester hours, those excess hours may also be applied to another major or minor.

2. In the event that the upper division requirements for a minor exceed 12 upper division semester hours, those excess hours may also be applied to another major or minor.
3. Courses that satisfy lower division prerequisites for more than one major or minor may be applied to more than one major or minor.
 - Competence in oral and written communication skills is required. Students should be able to express themselves with clarity, precision and force, which comes only from a disciplined command of words, word usage and grammar.

Major Requirements

42 SH

Students must complete a minimum of 42 semester hours in their chosen field of study. At least 18 semester hours must be at the upper division level.

Lower division (foundational) courses are designed to offer students a discipline breadth in a particular subject area. These courses are usually taken at the freshman and sophomore levels (200 and 300 level).

Upper division courses are designed to offer students greater depth on a specific topic within the major field of study. These courses are usually completed at the junior and senior levels (400 level).

Specific requirements for each major offered through the CPS Undergraduate Program are listed in this section of this Catalog under the Program of Study heading.

Minor Requirements (Optional)

12 SH

A minor field of study consists of 12 upper division (advanced) semester hours from an area of study outside the major discipline. At least six of these semester hours must be completed through Regis University courses. A split minor, 12 semester hours of 400-level credit from two areas with six semester hours in each area, may also be earned in consultation with an academic advisor.

General Electives

29 through 41 SH

The remaining credits required to meet the 128 semester hour requirement for a bachelor's degree are known as general electives. This category may also be used to earn a second minor or a second major.

UNDERGRADUATE MINOR AREAS

Minors are available for every approved CPS major listed in the CPS Undergraduate Degree Offering section of this Catalog. In addition, CPS undergraduate students may complete a minor in Project Management through the School of Management or in Health Care Administration (HCA) through the Rueckert-Hartman College for Health Professions.

Health Care Administration Minor Requirements**12 SH**

Cross-enrollment for courses offered by the Rueckert-Hartman College for Health Professions may be completed following appropriate consultation with an academic advisor. The Health Care Administration minor is offered online. While this minor is especially complementary to the Business major and the Public Administration major, the minor is an option for any student.

HCA 408--Health Care Policy	3 SH
HCA 410--Health Care Delivery Systems	3 SH
HCA 423--Legal Aspects of Health Services	3 SH
HCA 465--Health Care Finance	3 SH

Project Management Minor Requirements **12 SH**

BA 411--Conflict Management	3 SH
BA 457--Process Mapping and Improvement	3 SH
BA 458--Project Management	3 SH
BA 459--Business Systems: Analysis and Innovations	3 SH

MASTER'S DEGREE REQUIREMENTS

Specific degree requirements for each graduate degree offered through CPS are listed in the school section of this *Catalog* under the Program of Study heading. For information regarding graduate degree requirements, students should refer to the General Information section of this *Catalog*.

GRADUATE ACADEMIC CERTIFICATE REQUIREMENTS

An Academic Certificate requires that students meet the following requirements in addition to a minimum of 12 specified graduate semester hours:

- Candidates must maintain a cumulative grade point average of 3.000 or better in graduate level courses throughout the Certificate Program.
- A grade of "C" or higher is required for all certificate requirements. Grades lower than a "C" do not meet any requirement of the Certificate Program under any circumstance (i.e., a grade of "C-" is unacceptable). Some certificate programs may have more specific or more restrictive grade policies than these stated policies. Specific policies on acceptable grades for certificates may be stated in the appropriate graduate degree/certificate section of this *Catalog*.
- The Certificate Program must be successfully completed within four years (48 months) from the date of the student's acceptance into the Certificate Program.

- Any course required to complete one certificate may not be used toward fulfillment of requirements for another certificate.
- All semester hours required must be earned through Regis University. Graduate transfer credit is not accepted into the Graduate Certificate Program.

GRADUATION

For information on application, application processing, degree/certificate award, financial clearance, graduation honors, attendance at commencement exercises, and diplomas, students should refer to "Graduation" information in the Regis University General Information section of this *Catalog*.

The Application for Graduation form must be submitted before eligibility for graduation can be evaluated. The Application for Graduation is required at the beginning of the semester in which the student expects to complete graduation requirements. Specific application deadlines and the graduation application are available online at www.regis.edu. Failure to make application by the proper date may delay graduation.

CPS UNDERGRADUATE CORE STUDIES REQUIREMENTS**Total Core Studies Requirements** **45 SH****Oral Communication Skills** **3 SH**

(principles of speech, public speaking, or rhetoric)

Regis course: COM 210, COM 211

English Composition **3 SH**

(college-level composition or freshman writing)

Regis course: EN 203

Advanced Oral or Written Communication **3 SH**

(advanced composition, advanced public speaking, advanced rhetoric or applied professional writing)

Regis courses: COM 406, COM 437, COM 455, EN 325, EN 475, EN/PL 482

Literature/Humanities **6 SH**

Required Course: HU 366--Leading Lives that Matter 3 SH

Literature/Humanities Elective 3 SH

(art, art history and theory, film studies, humanities, literature, music, music history and theory, theatre, communication, English or foreign language)

Regis courses: any 300-400 EN, all HU courses, all COM courses (excluding COM 210, COM 211, COM 406, and COM 437).

Global Issues**6 SH**

(cultural anthropology, cultural geography, non-U.S. history, foreign language, global area studies, comparative economic systems, comparative political systems, global political economy, intercultural / international communication, international economics, international management, or international marketing)

Regis courses: COM 400, COM 412, CR 466, EC 335, EC 400, CIV 410, CIV 420, HS 240E-W, HU 435E-W, HU 421E-W, SO 204, SO 340, SO 341, SO 472, IRSH 410E-W, RC 311, RC 458, RC 459

Social Sciences**6 SH**

(anthropology, communication, current issues, macro or micro economics, education, ethnic studies, history, political science, psychology, geography, criminology, criminal justice, or sociology)

Regis courses: CIV 410, CIV 420, CIV 430, CIV 440, COM courses (excluding COM 210, COM 211, COM 406, and COM 437), all EC, all ED, all HS, all PY, all SO courses, all CR courses

Mathematics**3 SH**

(college-level algebra or higher)

Regis courses: MT 201, MT 204, MT 270, all 300-400 level MT courses

Natural Sciences**3 SH**

(astronomy, atmospheric science, biology, biochemistry, chemistry, computer science, ecology, environmental science, geology, oceanography, physical geography, or physics)
(Computer Science majors cannot use CS/CIS courses to meet this requirement)

Regis courses: SCI 205E, SCI 206E, SCI 410E, SCI 411E, all CN, CIS or CS courses

Philosophy**6 SH**

(philosophy or ethics)

Regis courses: all PL courses

Religious Studies**6 SH**

(religious studies, religion and culture)

Regis courses: all RC, all RS courses

PROGRAMS OF STUDY**SCHOOL OF COMPUTER AND INFORMATION SCIENCES****UNDERGRADUATE DEGREES**

The Undergraduate Computer Science and Information Technology degrees prepare students for careers in information technology emphasizing the theory, abstraction and design of computer systems. Course and laboratory work offers students the means to achieve recognized mastery of computer information technology concepts and their application to real-world problems. The School of Computer and Information Sciences in the College for Professional Studies received special accreditation for three undergraduate degrees by the Computing Commission of the Accreditation Board of Engineering and Technology (ABET): the three degrees are the BS in Computer Information Systems; the BS in Computer Networking; and the BS in Computer Science. Students have the opportunity to focus their studies in one of the following degree areas:

- Business Technology Management
- Computer Information Systems
- Computer Networking
- Computer Science
- Combined BS and MS degrees in the School of Computer and Information Sciences

UNDERGRADUATE PROGRAM CHARGES FOR THE 2013 – 2014 ACADEMIC YEAR

Tuition (per semester hour)	\$435
Tuition Online and GIS (per semester hour)	\$460
Application Fee (non-refundable)	\$50
Graduation Fee	\$50

The tuition, fees, and other charges previously described are good-faith projections for the academic year. They are, however, subject to change from one academic term to the next as deemed necessary by the University in order to meet its financial commitments and fulfill its role and mission.

BACHELOR OF SCIENCE IN BUSINESS TECHNOLOGY MANAGEMENT

The Bachelor of Science in Business Technology Management (BTM) is a hybrid degree that combines business, Information Technology (IT), and management. BTM students will graduate with a blend of business and IT skills that prepare them for business management careers. Business course work includes accounting, managerial concepts, applied business concepts, management, business finance, marketing, process improvement, and organization behavior. Technology course work includes computer networking, database concepts, systems analysis and