

Waldorf University Catalog Addendum
Published 2/04/2020

1. Bachelor of Science in Business Administration has new concentrations.
 - a. Industrial Organizational Psychology (Name change only – previously Psychology)
 - b. Project Management
 - c. Finance

2. Bachelor of Applied Science in Business Administration has new concentrations.
 - a. Industrial Organizational Psychology (Name change only – previously Psychology)
 - b. Project Management – BAS in Business Administration
 - c. Finance – BAS in Business Administration
 - d. Communications
 - e. Health Care Management

3. Bachelor of Science in Criminal Justice has new concentrations.
 - a. Forensic Psychology
 - b. Forensic Mental Health
 - c. Public Relations

4. Bachelor of Science in Fire Science has a new concentration.
 - a. Public Relations

5. Bachelor of Arts in Psychology has new concentrations.
 - b. Industrial Organizational Psychology
 - c. Mental Health Counseling

6. There are new course descriptions for cybersecurity and business courses.

7. Final Grade Appeal Policy has been revised.

8. Incomplete Policy has been revised.

9. Incomplete for Special Circumstances Policy has been revised.

B.S. Business Administration Concentrations

Industrial Organizational Psychology 12 cr.

- BUS 2551 Intercultural Management
- BUS 3211 Consumer Behavior
- PSY 4510 Attitudes and Persuasion
- PSY 4560 Psychological Assessment

Project Management.....15 cr.

- BUS 4126 Project Planning
- BUS 4851 Project and Operations Management
- BUS 3310 Introduction to Project Management
- BUS 3320 Project Management Overview
- BUS 4220 Risk Management

Finance.....12 cr.

- ECO 2501 Principles of Microeconomics
- BUS 3301 Financial Management
- BUS 4301 International Finance
- BUS 4340 Financial Institutions

B.A.S. Business Administration Concentrations

Industrial Organizational Psychology 24 cr.

- BUS 2551 Intercultural Management
- BUS 3211 Consumer Behavior
- PSY 4510 Attitudes and Persuasion
- PSY 4560 Psychological Assessment

Project Management.....15 cr.

- BUS 4126 Project Planning
- BUS 4851 Project and Operations Management
- BUS 3710 Introduction to Project Management
- BUS 3720 Project Management Overview
- BUS 4220 Risk Management

Finance.....12 cr.

- ECO 2501 Principles of Microeconomics
- BUS 3301 Financial Management
- BUS 4301 International Finance
- BUS 4240 Financial Institutions

Communications. 24 cr.

- COM 1010 Introduction to Graphic Design
- COM 1020 Introduction to Digital Technology*
- COM 1030 Mass Communications and Society
- COM 2040 Intro to Public Relations

COM 4420 Media Literacy

Choose three courses from the following:

COM 1040 News Gathering and Reporting

COM 2010 Visual Theory

COM 3180 Editing For Journalists

COM 4410 Mass Media Law

COM 3020 Radio Production

COM 3030 Television/Film Production

COM 3400 Digital Imaging

COM 4010 Web Design

COM 4220 Public Relations Skills

COM 4360 Crisis Management

* See course descriptions for hardware/software requirements

Health Care Management. 24 cr.

HCM 1301 Medical Terminology

HCM 3002 Introduction to Health Care Management

HCM 3801 Issues and Trends in Health Care

HCM 4053 Financial Management of Health Care Organizations

HCM 4201 Health Care Law

HCM 4320 Development and Strategic Planning in Health Care

HCM 3303 Health Informatics: Principles and Practice

Choose one course from the following:

HCM 3305 Community Health

HCM 3304 Principles of Epidemiology

HCM 3100 Reimbursements Methods in Healthcare

HCM 4304 Project Management for Health Care Professionals

HCM 4303 Comparative Health Systems

HCM 4305 Long-Term Care Management

HCM 4308 Research Methods for Health Professionals

HCM 4307 Health Care Quality Management

HCM 4400 Risk Management in Health Care

B.S. Fire Science Administration concentration

Public Relations12 cr.

COM 1020 Introduction to Digital Technology

COM 2040 Introduction to Public Relations

COM 3180 Editing

COM 4220 Public Relations Skills

Recommended electives:

COM 1010 Introduction to Graphic Technology

COM 1040 News Gathering

COM 3020 Radio Production

COM 3030 Television Production

COM 4360 Crisis Management

B.S. Criminal Justice concentrations

Forensic Mental Health15 cr.

PSY 1010 General Psychology
PSY 3350 Theories of Personality
PSY 3380 Psychology of Adjustment
PSY 3450 Abnormal Psychology
PSY 4515 Psychology of Prejudice and Discrimination

Forensic Psychology12 cr.

PSY 3150 Developmental Psychology
PSY 3400 Forensic Psychology
PSY 3450 Abnormal Psychology
PSY 4560 Psychological Assessment

Public Relations.....12 cr.

COM 1020 Introduction to Digital Technology
COM 2040 Introduction to Public Relations
COM 3180 Editing
COM 4220 Public Relations Skills

Recommended electives:

COM 1010 Introduction to Graphic Technology
COM 1040 News Gathering
COM 3020 Radio Production
COM 3030 Television Production
COM 4360 Crisis Management

BA Psychology concentrations

Industrial Organizational Psychology.....12 credits

BUS 2551 Intercultural Management
BUS 3211 Consumer Behavior
PSY 3490 Industrial Organizational Psychology
PSY 4560 Psychological Assessment

Mental Health and Counseling.....12 credits

PSY 3210 Close Relationships
PSY 3220 Health Psychology
PSY 4515 Psychology of Prejudice and Discrimination
PSY 4560 Psychological Assessment

Course Descriptions:

CYB 3306 Operating Systems 3cr.- Introduces both theoretical and technical aspects of several current operating systems. Areas covered within this course are operating system installation, configuration, use, and maintenance. Network, device, and file system topics are included.

CYB 3307 Maintaining Microcomputer Systems 3cr.- Develops the skills required to install and configure PC operating systems as well as configuring common features (e.g., network connectivity, email) for Android and Apple iOS mobile operating systems.

CYB 3308 Cloud Computing 3cr.- Explores cloud computing fundamentals that pertains to both technology and business considerations. Topics covered are cloud services, cloud architectures, cloud backup and storage, sharing of digital media, cloud-based applications, mobile systems, virtualization, and cloud security and management. This course prepares students to sit for the CompTIA Cloud Essentials Certification.

CYB 3309 Introduction to Mobile Technology 3cr.- Covers key trends and issues of a mobile environment as well as recent developments in mobile computing. Topics include mobile evolution, social networking, mobile strategy, management, and security. This course provides a baseline level of knowledge for success in industry and a basic foundational knowledge for mobile certifications.

CYB 3450 Introduction to Data Communication 3cr.- Examines data communications fundamentals, including the transmission and reception of data signals, networking and network architecture, and communications protocols. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the Network+, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Certified Novell Administrator (CNA), and Cisco Certified Network Associate (CCNA) designations

CYB 4313 Ethics and Professionalism 3cr.-Educates existing and future business managers and IT professionals on the tremendous impact ethical issues have on the use of information technology (IT) in the modern business world. This course includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the Internet, and various laws that affect an information technology infrastructure.

CYB 4453 Infrastructure Management 3cr.-Presents a comprehensive study of current technology management trends and tools. Includes coverage of varying types, sizes, and levels with an emphasis on larger organizations and systems.

PSY 3400 Forensic Psychology 3cr.-Introduces criminal behavior from a psychological perspective. Students explore the role of the forensic psychologist, review various psychological theories of criminal behavior, analyze different crimes from a psychological perspective, and examine current research in the field. Students also learn about how psychologists intersect with

law enforcement and the U.S. criminal justice system as well as how psychological treatment efforts can aid in the rehabilitation of the offender.

BUS 4301 International Finance 3cr. -Investigating financial management from a globalized world perspective through trends and integration of new approaches in international finance. The scope and content establishes the theoretical foundations of international financial decision making and the extensive applications of theory to financial practice. The main objective is to develop critical-thinking skills regarding the theory and practice of international financial management.

BUS 4240 Financial Institutions 3cr. - Presents the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions within the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BUS 3710 Introduction to Project Management 3cr.- Explores the history and development of project management and the project management process framework. This course provides an overview of the five project management process groups, including initiating, planning, executing, controlling and monitoring, and closing.

BUS 3720 Project Management 3cr.- Overview Presents an introduction to modern project management practices and techniques. Examines current terminology, definitions, and conventions along with the different objectives, roles, and responsibilities of individual project team members.

BUS 4220 3cr.- Risk Management Provides a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

Final Grade Appeal Policy (Online Only)

The Final Grade Appeal Policy is designed to provide students with a clearly defined avenue for appealing the assignment of a final course grade. A final grade appeal may be submitted following the posting of the final grade and must be accompanied by rationale for the appeal and supporting evidence. It is the responsibility of the student wishing to appeal a final course grade to discuss the matter with the faculty member who assigned the final grade prior to initiating the grade appeal process.

A student may submit a formal final grade appeal if the following conditions are met:

- The student has attempted to resolve the issue informally with the faculty member who assigned the grade. **Note: If the required meeting with the instructor has not taken place, the appeal will be accepted only if the student provides evidence that the student contacted the instructor and (a) has received no reply for five business days, or (b) has been unable to schedule a meeting within 5 business days of the date of contact.**
- The grading issue impacts the final course letter grade.
- The student believes that the final course grade was assigned contrary to steps specified by the course syllabus or the faculty member did not apply grading standards equitably during the course.
- The final course grade appeal is submitted no later than 10 business days from the day the final grade was posted.

Students meeting the above criteria may initiate a final grade appeal by submitting the Final Course Grade Appeal Form. This form can be located in the myWaldorf Student Portal. The appeals form, along with supporting evidence, must be submitted via e-mail to Students@waldorf.edu. Please allow 24-48 hours for the processing of the initial appeal request.

Appeal Levels

Level I – Online Program Director

If communication with the faculty member does not resolve the grading issue in question, students have the right to appeal the faculty member's decision. The first level of appeal resides with the Program Director that oversees the course in question. After review, a decision will be rendered to the student within five business days of receiving the appeal.

Level II – Associate Dean of Online Programs

Students not satisfied with the Level I decision may submit a Level II grade appeal. The second level of appeal resides with the Associate Dean of Online Programs. The appropriate arbiter will provide a secondary review. A decision will be rendered to the student within five business days of receiving the appeal.

If any arbiter at Level I or II are not available within the given timelines or have already been involved in the process, all appeal levels may be passed to the next level arbiter up to the Vice President of Academic Affairs.

Level III – Appeals Committee

Students not satisfied with the Level II decision may submit a Level III grade appeal. The third and final level of appeal resides with the Undergraduate or Graduate Admissions and Academic Progress Committee, as appropriate. The committee will review the Level III Appeal and render a decision within 7-10 business days. The decision of this committee is final.

Incomplete Grade Request Policy

A grade of Incomplete (I) may be given at the faculty member's discretion when a student is performing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. The policies for requesting a grade of Incomplete for residential students and online students are provided below.

Incomplete Grade Request Policy (Residential)

A notation of an Incomplete (I) grade may be submitted when the student has not been able to complete a course for what, in the faculty member's judgment, is a compelling reason. The circumstances should be beyond the student's control, such as a major medical issue or family emergency. The submission of an Incomplete Grade Request form means that a student has made a commitment to the completion of the course.

In order to qualify for an Incomplete (I) grade in a course, students need to have completed at least 60% of the required academic work (i.e.: quizzes, assessments, homework, papers, tests, presentations, etc.). For residential students that translates into the completion of all academic work in at least ten weeks of the semester or the equivalent academic work (60%) distributed through more than ten weeks of the semester.

An Incomplete (I) grade may not be granted to a student whose work has been unsatisfactory or who has failed to submit a majority of the assignments (i.e., postings, responses, written assignments, references, etc.) by the end of the course. The date by which a student must complete a course is determined and approved by the course faculty member, but may not be more than seven weeks following the end of a residential semester in which the incomplete grade was awarded. If a student fails to complete the work satisfactorily within the allotted time, the incomplete individual assignment grade(s) are changed to a failing (F) grade. In some extenuating circumstances, requests for an extension beyond the seven weeks should be made, in writing, to the Vice President for Academic Affairs (VPAA), or designee, prior to the previously approved deadline. Both the faculty member and student must agree to the extension. Students requesting incompletes in more than one course must receive special permission from the Vice President for Academic Affairs (VPAA) or designee. Late, incomplete or partial requests submitted will not be processed.

Students may not retake a course in order to complete an Incomplete. Additionally, students who have failed the course may not request an Incomplete with the understanding that they will officially "SIT-IN" on the course the next semester/ term and replace their existing course grade.

It is the responsibility of the student to request, complete, and submit the Incomplete Grade Request form on or before the end of the current grading period for the course(s) in question. Under no circumstances may the instructor initiate or complete the request on behalf of the student. If the student fails to submit the request by the deadline, the student will receive the grade earned for the entire course. There will be no retroactive incomplete grades permitted. Incomplete or partial requests submitted will not be processed.

Completed forms must be submitted to the Registrar's Office or designee no later than the last day to submit semester/term grades as dictated by the current edition of the University Catalog. Submission of

the Incomplete Grade Request form after the published date is not permitted. Incomplete or partial requests will not be processed.

Unacceptable circumstances may include but may not be limited to the following circumstances:

- // Absence from final examination
- // Failure to submit a final project/paper/presentation or final examination
- // Registered but never attended a course session
- // Absence of more than 40% of the schedule course
- // Wishing to complete post-semester work for improved grade
- // Wishing to repeat the course as an audit, retaking examinations, and resubmitting forums/posts/work, etc., for improved grade
- // Issuing an Incomplete as a substitute for a failing grade
- // Courses where normal course work extends outside the scheduled semester (internships, thesis, clinical, research, etc.)

An Incomplete grade may not be considered passing for the purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, and other purposes. Students with Incomplete grades are not eligible for Dean's List. If an incomplete grade is completed during the next academic semester, and the student meets the criteria for the Dean's List, the student will be added to the Dean's List retroactively.

* The grade of "I" may be awarded only at the end of a semester, when all but a minor portion of the course work has been satisfactorily completed. The grade of "I" is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such case, a grade other than "I" must be assigned. Students should arrange with the instructor to receive an Incomplete grade before the end of the semester.

Incomplete Grade Request Policy (Online)

A notation of an Incomplete (I) grade may be submitted when the student has not been able to complete a course for what, in the faculty member's judgment, is a compelling reason. If the circumstances are beyond the student's control, such as a major medical issue or family emergency, students may wish to review the Incomplete for Special Circumstances Policy for additional options. The submission of an Incomplete Grade Request form means that a student has made a commitment to the completion of the course.

In order to qualify for an Incomplete (I) grade in a course, students need to have completed at least 60% of the required academic work (i.e. quizzes, assessments, homework, papers, tests, presentations, etc.). For online students that translates into the completion of academic work in at least five units of a term or the equivalent academic work (60%) distributed through more than five units.

An Incomplete (I) grade may not be granted to a student whose work has been unsatisfactory or who has failed to submit a majority of the assignments (i.e., postings, responses, written assignments, references, etc.) by the end of the course. The date by which a student must complete a course is determined and approved by the course faculty member, but may not be more than 45 days following the end of an online term in which the incomplete grade was awarded. If a student fails to complete the work satisfactorily within the allotted time, the incomplete individual assignment grade(s) are changed to a failing (F) grade. In some extenuating circumstances, requests for an extension beyond the 45 days should be made, in writing, to the Vice President for Academic Affairs (VPAA), or designee, prior to the

previously approved deadline. Both the faculty member and student must agree to the extension. Should an extenuating circumstance occur that dictates the need for additional time while on an Incomplete, students should reach out to the Student Services Department to obtain the Incomplete Course Extension Request Form. It is the responsibility of the student to submit this form, along with supporting documents (if applicable), to Students@waldorf.edu when making a request for additional time while on an Incomplete. Late, unfinished or partial requests submitted will not be processed.

Students may not retake a course in order to complete an Incomplete. Students enrolled in the online modality will not be allowed to register for additional course(s) or subsequent terms until the incomplete course(s) have been completed. However, a waiver to this policy may be granted by the Online Registrar or designee (see Waiver—Online Incomplete Grade Policy Exception below for details).

It is the responsibility of the student to request, complete, and submit the Incomplete Grade Request form on or before the end of the current grading period for the course(s) in question. Under no circumstances may the course faculty member initiate or complete the request on behalf of the student. If the student fails to submit the request by the deadline, the student will receive the grade earned for the entire course. There will be no retroactive incomplete grades permitted. Incomplete or partial requests submitted will not be processed.

Completed forms must be submitted in the myWaldorf Student Portal no later than the course end date. Submission of the Incomplete Grade Request form after the published date is not permitted. Incomplete or partial requests will not be processed.

Unacceptable circumstances may include but may not be limited to the following circumstances:

- // Absence from final examination
- // Failure to submit a final project/paper/presentation or final examination
- // Registered but never attended a course session
- // Absence of more than 40% of the schedule course
- // Wishing to complete post-term work for improved grade
- // Wishing to repeat the course as an audit, retaking examinations, and resubmitting forums/posts/work, etc., for improved grade
- // Issuing an Incomplete as a substitute for a failing grade
- // Courses where normal course work extends outside the scheduled term (internships, thesis, clinical, research, etc.)

An incomplete grade may not be considered passing for the purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, and other purposes. Students with incomplete grades are not eligible for Dean's List. If an incomplete grade is completed during the next academic term, and the student meets the criteria for the Dean's List, the student will be added to the Dean's List retroactively.

* The grade of "I" may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of "I" is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such case, a grade other than "I" must be assigned. Students should make arrangements with the instructor to receive an Incomplete grade before the end of the term.

Incomplete for Special Circumstances Policy (Online)

An Incomplete for Special Circumstances (ISC) is for those students who encounter unusual circumstances that prevent them from completing a course. An ISC can be up to 60 days in length and has no fee requirements.

- // The student's circumstance must involve an unusual or critical circumstance such as military deployment, military permanent change of station, major surgery, natural disaster, family emergency, death in the immediate family, or temporary additional duties and job relocation.
- // The student must submit official documentation that substantiates the circumstance and indicates the dates that the student will be affected. Requests that are received without support documentation will not be considered. Examples of acceptable documentation are:
- // Medical documentation by a licensed practitioner
- // Military deployment notice documentation
- // Officially signed letter from a Unit/Battalion Commander or Employer
- // Death certificate
- // Any other documentation deemed acceptable to Waldorf University

The Incomplete for Special Circumstances Request form, located in the myWaldorf Student Portal, should be completed and submitted to Waldorf University via email to students@waldorf.edu. It must be dated within five (5) days of the student's ability to contact Waldorf University. The Vice President for Academic Affairs (VPAA) or designee may grant exceptions for the form-filling deadline based on individual student need.

Unless the Military Deployment Policy is applicable, the student must be able to complete the course within a maximum of 60 days from the course end date. If the unusual circumstance does not allow the completion of the course within a 60-day extension period, the student should contact Student Services at students@waldorf.edu and discuss withdrawing from the course. However, the request to withdraw must be submitted prior to the original end date of the course.

These are important facts concerning an Incomplete for Special Circumstances Request:

- // Waldorf University allows a maximum of two Incompletes for Special Circumstances events per calendar year. Students are not granted in excess of one ISC per course.
- // An ISC forfeits the option to withdraw from the course. Appeals may be sent to the attention of the Vice President for Academic Affairs (VPAA) or designee. The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed).
- // Assignments not completed during the timeline received a grade of zero (0).
- // If an ISC is granted, a course grade of "I" will be assigned and may affect future course enrollments, Satisfactory Academic Progress hours attempted, and Federal Student Aid (FSA).
- // Request for ISC must be submitted prior to the original end date of the course.

To request an ISC, the student must complete and submit the Incomplete for Special Circumstances Request form found in the myWaldorf Student Portal. The reason for the extension, the student's plan for completion, due dates for each assignment, and the anticipated date of completion of all course work are required on this form. Students are highly encouraged to discuss and plan incomplete coursework deadline with the course instructor in advance and before submitting the request form to the University. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines. Please note that approval is not automatic. The course faculty member

and the Vice President for Academic Affairs or designee must approve each request. The student and course faculty member will determine the appropriate amount of time for course completion, which will be granted upon ISC request approval. All course requirements must be satisfied within the allotted time period. Should an extenuating circumstance occur that dictates the need for additional time while on an ISC, students should reach out to the Student Services Department to obtain the Incomplete Course Extension Request Form. It is the responsibility of the student to submit this form, along with supporting documents (if applicable), to Students@waldorf.edu when making a request for additional time while on an Incomplete. Late, unfinished or partial requests submitted will not be processed.

The online ISC form can be accessed in the myWaldorf Student Portal. The PDF form and supporting documentation must be submitted to Student Services for processing by email to students@waldorf.edu or by mail to:

Waldorf University
Attn: Student Services
P.O. Box 3269
Orange Beach, AL 36561

Please remember, request forms received without supporting documentation will not be considered.