

ACADEMIC INFORMATION AND COLLEGE POLICIES

All costs associated with drug testing will be the sole responsibility of the entrant or student.

For pre-clinical testing, reasonable suspicion testing, or post-accident testing, School of Nursing personnel at each campus will determine a deadline for order placement based on the circumstances that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Nursing personnel may be dismissed from Rasmussen College.

Negative-clear results allow a student to meet the drug testing requirements of the Identified Programs.

Negative-dilute results will not allow a student to meet the drug testing requirements of the Identified Programs. Students with a negative-dilute result will be required to retest at their own cost. The order for the retest must be placed within 72 hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of the Identified Programs. While two negative-dilute results allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in one of the Identified Programs with two negative-dilute results, they do so at their own risk understanding and acknowledging that two negative-dilute results may make them ineligible for participation in clinical, practicum, or externship experiences and/or may affect their ability to complete the Identified Program.

Prior to releasing a positive or positive-dilute result, the drug testing vendor will submit the result to a medical review officer (MRO). Students whose results are released for medical review will have an opportunity to present documentation or information to the MRO regarding any prescribed medication they are taking. If the MRO is satisfied by the documentation that is presented, then the drug test will be released to Rasmussen College as a negative-clear result. If the MRO is not satisfied by the documentation that is presented, then the drug test result will be released to Rasmussen College as a positive result. If the student does not respond to the MRO's communication attempts, then the results will be released to Rasmussen College as a positive result. Rasmussen College will apply the federal standard for marijuana use, which means medicinally prescribed marijuana will not be recognized by the MRO as being a valid prescription and will result in a positive test result.

A positive or positive-dilute pre-clinical placement drug test, reasonable suspicion drug test, or post-accident drug test result will lead to dismissal from Identified Programs. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.

A positive or positive-dilute pre-clinical placement alcohol test will not lead to automatic dismissal from the Identified Programs. Rasmussen College will attempt to find an alternate clinical placement for students in this circumstance. However, if an alternate clinical placement is not possible, it may lead to withdrawal from the program.

A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

Rasmussen College Early Honors Program

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College's Early Honors Program.

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course. Early Honors coursework may be available both on campus and online.

Rasmussen College Early Honors Program Terms and Conditions

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Applicants must complete an Early Honors Program application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must submit a signed Early Honors High School Approval form.
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval form.
- Applicants must score at least a 26 on the Writing portion of the Rasmussen College Entrance Placement exam to be accepted to the Early Honors Program.
- The Early Honors Program application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the program is limited to 20 students per quarter, per campus.
- Early Honors students may enter the Early Honors program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student's senior year.
- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.0.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of "B" or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a PRN, NGR, or NUR are not available to Early Honors students.
- Early Honors students are responsible for the course technology and resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.

- Students will receive college credit toward a degree, diploma, or certificate at Rasmussen College for all successfully completed courses.
- Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors courses at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval form.
- Early Honors students may apply to a full program offered by Rasmussen College through the regular admissions process.

Admissions Nondiscrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

TUITION

	Part time (less than 12 credits per quarter)	Full time (12 or more credits per quarter)
SCHOOL OF BUSINESS		
• Standard Tuition Rate (all programs except any listed below)	\$310 per credit	\$260 per credit
– Accounting BS; Business Management BS; Finance BS; Healthcare Management BS; Human Resources and Organizational Leadership BS; Marketing BS; and Supply Chain and Logistics Management BS	\$275 per credit	\$209 per credit
SCHOOL OF DESIGN		
• Standard Tuition Rate (all programs)	\$310 per credit	\$260 per credit
SCHOOL OF EDUCATION		
• Standard Tuition Rate (all programs except any listed below)	\$310 per credit	\$260 per credit
– Early Childhood Education Diploma and Associate's Degree for employees of Bright Horizons or Knowledge Universe	\$199 per credit	\$167 per credit
– Early Childhood Education Leadership BS	\$310 per credit	\$260 per credit
SCHOOL OF HEALTH SCIENCES		
• Standard Tuition Rate (all programs except any listed below)	\$310 per credit	\$260 per credit
– Health and Wellness BS; Health Information Technician Associate's Degree; Medical Assisting Diploma; and Medical Billing and Coding Certificate	\$275 per credit	\$209 per credit
– Physical Therapist Assistant Associate's Degree	\$310 per credit	\$310 per credit
SCHOOL OF JUSTICE STUDIES		
• Standard Tuition Rate (all programs)	\$310 per credit	\$260 per credit
SCHOOL OF NURSING		
• Master of Science in Nursing Degree	\$395 per credit	\$395 per credit
• Bachelor of Science in Nursing Degree		
– RN to BSN Entrance Option	\$260 per credit	\$209 per credit
– Standard Entrance Accelerated BSN Entrance Option	\$325 per credit	\$325 per credit
– Second Degree Accelerated BSN Entrance Option	\$325 per credit	\$325 per credit
• Professional Nursing Associate's Degree		
– Campuses in Florida, Illinois, Kansas, Minnesota (excluding Moorhead), and Wisconsin	\$395 per credit	\$395 per credit
– Moorhead, MN campus	\$350 per credit	\$350 per credit
• Practical Nursing Diploma		
– Campuses in Florida	\$325 per credit	\$325 per credit
– Campuses in Minnesota (excluding Moorhead)	\$375 per credit	\$375 per credit
– Moorhead, MN campus	\$350 per credit	\$350 per credit
SCHOOL OF TECHNOLOGY		
• Standard Tuition Rate (all programs except any listed below)	\$310 per credit	\$260 per credit
– Computer Science BS, Cyber Security BS, Information Technology Management BS, and Data Analytics BS	\$275 per credit	\$209 per credit

FLEX CHOICE® CREDIT BY ASSESSMENT

Tuition rates listed above are for traditional and CBE courses required within programs. Flex Choice Credit by Assessment options, when available, may be attempted for a prepaid, nonrefundable/nontransferable fee of \$99 per attempt. Prepayment is required prior to being granted access to any Credit by Assessment. See the Flex Choice Credit by Assessment Options policy for complete details.

CREDIT BY EXAMINATION

Tuition rates listed above are for traditional and CBE courses required within programs. Credit by Examination options, when available, may be attempted for a prepaid, nonrefundable/nontransferable fee of \$99 per attempt. Prepayment is required prior to being granted access to any Credit by Examination. See the Credit by Examination policy for complete details.

EXCEPTIONS

Exceptions to the Standard Tuition Rate: The following exceptions do not apply to School of Nursing programs, Medical Laboratory Technician Associate's Degree, Physical Therapist Assistant Associate's Degree, Radiologic Technology Associate's Degree, or Surgical Technologist Associate's Degree.

- \$209 per credit (full time and part time) for current residents of the following ZIP codes: 60632, 60621, 60623, 60638, 60629, 60636, 60609, 60608, 60804, and 60402
- \$175 per credit (full time and part time) for graduates from the following schools in Chicago, IL: Solorio Academy High School, Orr Academy High School, Phillips Academy High School, Collins Academy High School, Chicago Academy High School, Paul Robeson High School, and John Hope College Preparatory High School.

Exception for Prequalified Courses: Prequalified courses (those listed in the Entrance Requirements of a program), or any other courses taken prior to beginning a program's required General Education or Core coursework, may be subject to the Standard Tuition Rate of the School. The Standard Tuition Rate of the School may be higher than the tuition rate charged for the program's regular coursework.

E.g., A prequalified course following the 11-Week Quarters calendar may be subject to tuition at \$260 per credit (full time), while the tuition rate for the program's required General Education or Core coursework follows the 12-Week Quarters calendar and is \$209 per credit (full time).

Exception for Active Military: Students who are active duty uniformed military receive reduced tuition pricing of \$167 per credit hour. Please see the Military Tuition Rate and Discount Policy for details.

Additional Tuition Information

- Full time students are defined as taking 12 or more credits per 11-week quarter or taking 12 or more credits per 12-week quarter. Students taking fewer than 12 credits per 11-week or 12-week quarters are part time students. For tuition purposes only, students taking 8 or more credits when enrolled in only the second term/session of a quarter are considered full-time students.
- A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part time to full time or vice versa.
- **FAST TRACK:** Students taking 16 or more credits shall only be charged for 16 credits and will be assessed an additional course resources fee of \$175 for every course over four courses. Students enrolled in the Bachelor of Science in Nursing Degree program through the Standard Entrance Accelerated BSN Entrance Option or Second Degree Accelerated BSN Entrance Option do not qualify for Fast Track pricing.
- Individual Progress students will be charged at the School of Business part time rate, plus the applicable Course Technology and Resource Fee. Individual Progress students are not eligible for Credit by Assessment.
- Audit students who elect to take courses without earning college credit are charged \$167 per credit hour plus the applicable Course Technology and Resource Fee and book fees for each course. Students who wish to convert the Audit grade to a letter grade will be charged the difference between the audit rate and the program part time rate in effect at the time the grade is converted.
- Students who meet qualifications for corporate, military, or articulation discounts are eligible to receive a 10% reduction per term in tuition cost. Students employed with select corporate partners are eligible to receive a 20% reduction per term in tuition cost. Students in the Bachelor of Science in Nursing program entering through the RN to BSN entrance option are not eligible for any additional discounts. Students enrolled in programs with tuition rates lower than \$209 per credit for full-time rates and \$275 per credit for part-time rates are not eligible for military, corporate or articulation discounts.

A. Program Administrative Fee

Rasmussen College has a one-time administrative fee, charged during the first quarter of enrollment, for all new and reentering students enrolled in the following programs. This fee covers some of the costs of administering each program including, but not limited to: administering program-specific

requirements and managing clinical/externship/practicum sites and/or preceptorships. This fee is non-refundable.

- School of Health Sciences:
 - Medical Assisting Diploma (\$350)
 - Medical Laboratory Technician Associate's Degree (\$350)
 - Physical Therapist Assistant Associate's Degree (\$350)
 - Radiologic Technology Associate's Degree (\$350)
 - Surgical Technologist Associate's Degree (\$350)
- School of Nursing
 - Master of Science in Nursing Degree (\$495)
 - Bachelor of Science in Nursing Degree, RN to BSN Entrance Option (\$150)
 - Bachelor of Science in Nursing Degree, Second Degree Accelerated BSN Entrance Option (\$495)
 - Bachelor of Science in Nursing Degree, Standard Entrance Accelerated BSN Entrance Option (\$495)
 - Practical Nursing Diploma (\$495)
 - Professional Nursing Associate's Degree (\$495)

B. Course Technology and Resource Fee

Rasmussen College charges a \$175 course technology and resource fee for each faculty-led course. A \$175 course technology and resource fee is assessed on each School of Nursing lab component, School of Nursing clinical component, School of Health Sciences lab component, School of Health Sciences clinical component, and General Education lab component in addition to the \$175 assessed on the course. Lab components are designated in the College Catalog course descriptions and on the student's schedule with course numbers ending in "L". Clinical components are designated in the College Catalog course descriptions and on the student's schedule with course numbers ending in "LL".

The items included in this fee vary by program of study and can include, but are not limited to:

- Access to technology tools and online course systems
- Access to electronic library resources (reference services, books, e-books, databases, guides, interlibrary loan, etc.)
- Access to licensed materials and videos
- Peer and expert tutoring with 24/7 math support and a Writing Lab
- The Student Portal
- The Personal Support Center Help Desk

- Access to online career resources such as Optimal Resume and Job Connect
- Reimbursement for certain student exam certifications and certain exam review programs
- Tactical facilities and services required for the Criminal Justice program
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and Criminal Justice programs used while in class

C. Book Fee

Students may purchase required textbooks or e-books through Rasmussen College for a flat fee for each textbook (traditional or e-book) for each course. Students are not required to purchase the required textbooks through the College and may opt-out and purchase the required textbooks through another source such as Amazon. See the textbook opt-out policy. If the student does not opt out, the College will provide the required textbooks or e-book to the student for the \$15 per-book charge.

Example: For a course that has two textbooks, a student will pay the technology and course resource fee of \$175.00, plus \$30.00 in book fees, for a total of \$205.00.

D. Textbook Opt-Out Policy

Students may opt out of purchasing any or all textbooks or e-books through the College at the flat fee per textbook or e-book. Students who opt out will need to purchase the required textbooks or e-books separately through another vendor, such as Amazon. Students who opt out are advised that access to textbook or e-books via a link within a course will be removed.

Students can opt-out by completing the textbook opt-out form available through the student portal. The form must be completed, scanned, and emailed to textbookoptout@rasmussen.edu by the end of the class add period, as defined in the Rasmussen College catalog.

The list of textbooks and materials required for each course, including the ISBN, retail price and the fee Rasmussen College charges is available on the Student Portal and on the bottom of the schedule confirmation page.

Students who opt out should order their textbooks and e-books at least three weeks before the start of each term to help ensure materials are delivered in time for the start of courses.

E. California Student Tuition Recovery Fund (for California residents only).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
- To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

FINANCIAL AID

Primary Sources of Financial Aid

	PROGRAM	TYPE OF AWARD	AMOUNT PER YEAR	APPLICATION
Gift Aid*	Federal Pell Grant	Grant; based on financial need.	\$652 – \$6,095	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant; based on financial need, awarded by the College.	\$100 – \$4,000, based on availability	Free Application for Federal Student Aid (FAFSA)
	Florida Student Assistant Grant**	Grant; based on financial need, FL residency, undergraduate, full time.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
	North Dakota State Grant**	Grant; based on financial need, ND residency, undergraduate.	\$1,950	Free Application for Federal Student Aid (FAFSA)
	Minnesota State Grant**	Grant; based on financial need, MN residency, undergraduate.	Varies, based on State Grant award formula	Free Application for Federal Student Aid (FAFSA)
Employment*	Federal Work Study	Part time job; on or off campus; based on financial need and skill level of position, awarded by the College.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
	State Work Study	Part time job; on or off campus; MN residency, based on financial need and skill level of position, awarded by the College.	Varies, based on availability.	Free Application for Federal Student Aid (FAFSA)
Loan Programs	Federal Direct Subsidized Loan	Loan; based on financial need, undergraduate, payments deferred until six months after student is no longer enrolled or enrolled less than half-time.	1st Year – \$3,500 2nd Year – \$4,500 3rd Year & above – \$5,500 Graduate – Not Elig	Free Application for Federal Student Aid (FAFSA), Master Promissory Note and Loan Entrance Counseling
	Federal Direct Unsubsidized Loan	Loan; principal and interest payments may be deferred until six months after student is no longer enrolled or enrolled less than half-time.	Same as subsidized limits, plus: Dependent Student: 1st Year & above – \$2,000 Independent Student: 1st & 2nd Year – \$6,000 3rd Year & above – \$7,000 Graduate – \$20,500	Free Application for Federal Student Aid (FAFSA), Master Promissory Note and Loan Entrance Counseling
	Federal Direct PLUS Loan	Loan; for credit-worthy parents of dependent undergraduates and graduate students	Up to student's cost of attendance.	Student: Free Application for Federal Student Aid (FAFSA) Parent: PLUS loan application and Promissory Note
Veterans' Benefits	Veterans' Benefits	Benefits for veterans and dependents of veterans, including National Guard and Reserves.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

*Gift aid and work study are awarded annually based on the award year dates of July 1 through June 30.

Students attending in more than one award year must reapply for financial aid by completing a new Free Application For Student Aid (FAFSA).

**These state programs are available only for residents of the identified state, based on the state's residency rules.

Financial Aid at Rasmussen College

The College has a professionally staffed Student Financial Aid Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Loan funding through various state and federal student loan programs. These funds must be repaid.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Once a student has had their financial aid eligibility determined, a payment plan will be created for any balance still owed the College. If a student has not submitted all requested financial aid eligibility documentation by the beginning of the fifth week of the quarter, a payment plan will be created for the full balance owed. The student still has the opportunity to submit all requested financial aid eligibility documents to have their aid eligibility determined; however, the payment plan will remain active until such time as the balance is paid in full.

Institutional Scholarship and Grant Programs

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash awards. Some campuses have additional scholarships available; please contact your Advisor for more information.

Students are eligible for only one of the following scholarship and grant programs at a time:

- Early Honors Program
- Military Discount
- Corporate Discount
- Articulation Agreements

Rasmussen College and its agents assume no responsibility for damages, losses, or injury resulting from acceptance or use of the scholarship award. Taxes and fees, if any, are the sole responsibility of the recipient.

A. Discounts

Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a reduction in per quarter tuition cost (typically 10%).

1. Military Tuition Rate and Discount Policy

Rasmussen College recognizes the service and sacrifices of the men and women who serve and have served and supported the United States Armed Forces through a special tuition rate for active duty military personnel and tuition discount for veterans and retired military personnel, Guard and Reserve members, and eligible spouses and dependents.

In addition to this benefit, Rasmussen College also gladly accepts the GI Bill and other VA education and training benefit programs, as well as military and veteran-related scholarships. For further details on all military education benefits, please contact the Military Specialist team.

Students in the following categories may be eligible for a reduced tuition rate or discount. Verification of eligibility is required in order for reduced tuition rate or discount to be applied:

- Active Duty Uniformed Military (Air Force, Army, Marines, Navy, U.S. Coast Guard)
- Veteran (honorably discharged)
- Retired Military
- U.S. National Guard Member or U.S. Reserve Member
- Authorized dependents of active duty uniformed military, retired military and veterans

a. Active Duty Military Tuition Rate

Students who are active duty uniformed military receive reduced tuition pricing as indicated on the tuition table. Taxes and fees, if any, are the sole responsibility of the recipient. Students who receive reduced tuition pricing are not eligible for other Rasmussen College scholarships, grants, or discount programs. Students must verify active duty military status by providing a copy of their verification letter or copy of orders from their command reflecting current status and specific date of separation.

b. Non-Active Duty Tuition Discount

Students who are not classified as Active Duty Military (such as retired or honorably discharged veterans, U.S. National Guard or U.S. Reserve members, or authorized dependents of active duty uniformed military, retired military, and veterans) may be eligible for a 10% reduction in per quarter tuition cost. Taxes and fees, if any, are the sole responsibility of the recipient. This discount typically cannot be combined with other college discount or scholarship programs. Students must verify their discount eligibility status with one of the following documents:

- Form DD214 or other separation documentation that indicates the specific date of separation
- Leave and Earning Statement (LES)
- Military Authorization Form, which a Rasmussen College official completes when a United States Uniformed Service (USUS) identification card (DD Form 1173-1) is presented in person
- Certificate of Eligibility
- Active Duty Orders (acceptable documentation for authorized dependents of active duty uniformed military only)

2. Corporate Discount

Some corporate partners receive a tuition discount or grant from Rasmussen College for eligible employees. Rasmussen College may require proof of employment, such as a pay stub, to initiate and maintain the tuition discount. Contact your campus for details.

3. Articulation Discount

Some students from institutions of higher learning with whom Rasmussen College has a signed articulation agreement receive a tuition discount. Contact your campus for details.

B. Employer Tuition Reimbursement

Many employers today offer tuition reimbursement to their employees earning a degree. Whether it's full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible, so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then contact your Program Manager to discuss your tuition reimbursement options.

C. Early Honors Program

Rasmussen College is proud to offer select high school juniors and seniors who have reached the minimum age of 16, the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

D. High School Professional Program

Rasmussen College waives tuition for High School teachers and counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9–12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional's first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

High School Professional Program participants are responsible for the course technology and resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. High School Professional Program participants electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course. Grades will be recorded as audit grades with the student classified as an audit student.

Rasmussen College Academic Policies apply to participants in the High School Professional Program.

Refund Policies

Cancellation, Termination, and Refund Policy for Florida, Illinois, Kansas, Minnesota, Missouri, North Dakota, and Wisconsin

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of the request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College. The College may use the last day of recorded attendance to determine the date of withdrawal for refund purposes.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which they have been charged ("Period of Instruction"), all tuition and fees paid will be refunded. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged but before completion of 60% of the Period of Instruction, the amount charged for tuition and awarded for institutional scholarships/discounts for the completed portion of the Period of Instruction shall be prorated based on total tuition charges and institutional scholarships/discounts awarded and the portion of the Period of Instruction completed. After the completion of 60% of the Period of Instruction, no refund of tuition or of institutional scholarships and discounts will be made.
- Refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw in Florida, Kansas, and Missouri.
- Refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw in Illinois, Minnesota, North Dakota, and Wisconsin.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.

Federal Return of Title IV Funds Policy

A student may initiate the withdrawal process by phone; via email, in person, or in writing; or by rejecting their schedule and indicating in the notes their desire to withdraw. Once the withdrawal has been processed, a written notification will be sent.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and completed all coursework, withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of tuition which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of these two amounts.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Postwithdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school's determination that the student withdrew.

In addition, loan post-withdrawal disbursements must be done within 180 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew.

The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.

If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

A. For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

B. For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant program, the SELF Loan program, and other Minnesota State Aid Programs (with the exception of the State Work Study program), the following formula is used:

$$\begin{aligned} &\text{Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:} \\ &\text{Amount of institutional charges that the school can retain per our state mandated refund policy less:} \\ &\text{Amount of Institutional Share of the Title IV Refund} \\ &= \\ &\text{Remaining refund due to the State Aid programs} \end{aligned}$$

Ratios are then determined for each of the State Financial Aid programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid programs to determine the proportional minimum refund due to both the State Grant and SELF programs. If the student received funds from other State Aid programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/or Minnesota SELF Loan.
- Any remaining refund monies will then be applied to any other sources.

C. For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

D. For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas, and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas, or Wisconsin.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Dean, Campus Director, or Advisor.

All students graduating or withdrawing are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. Academic and financial aid files are not complete until both exit interviews have been completed.

The Advisor is available for assistance for the duration of the student's loan. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Extended Quarter Break Stop-Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through graduation. Rasmussen College recognizes that, on occasion, a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop-Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one quarter may apply for an extended break for either Term/Session 1 or 2 of the following quarter. The student must successfully complete Term/Session 2 immediately prior to the Stop-Out quarter. Under no circumstances will a Stop-Out be approved for a student to take two consecutive Term/Session Stop-Outs (i.e., Term/Session 2 of Fall Quarter and Term/Session 1 of Winter Quarter or Term/Session 1 & 2 of the same quarter). The student must commit to returning in the immediate next Term/Session following the approved Extended Quarter Break Stop-Out or the student will be withdrawn from Rasmussen College. Students who are receiving Title IV funding must be scheduled to take at least six instructor-led credits in the Term/Session immediately following the Extended Quarter Break Stop-Out period. The student must meet with his or her Advisor in order to obtain a Stop-Out Request Form. The Advisor will provide the student with the necessary information to make an informed decision. Stop-Out Request Forms must be signed on or before the last business day to drop courses in the quarter for which the Extended Quarter Break Stop-Out is being requested. Stop-Out Request forms received after the last day to drop courses will not be honored. Students will remain continuously enrolled and

will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take an Extended Quarter Break Stop-Out are eligible to receive aid only for the Term/Session courses of the quarter in which the student returns. Students in some programs, such as the Physical Therapist Assistant program, are not eligible for the Extended Quarter Break Stop-Out.

Military Leave for Mandatory Training or Deployment

Rasmussen College supports our students who are service members and veterans, their spouses, and other family members.

A. Eligibility:

Students or prospective students who have service requirements that make it difficult or impossible for them to be successful in their academic program are eligible for a military leave. For purposes of granting Military Leave, service requirement is defined as (a) deployment, (b) mobilization leading to deployment, or (c) mandatory training.

B. Military Leave Procedures:

- Students must contact their Advisor to request the Military Leave and provide a copy of their military orders for authentication. Students who have yet to receive orders need to provide a memo from their commanding officer supporting the request for the Military Leave.
- The student cannot remain enrolled in the quarter/term/session that the leave begins.
- If the student is currently enrolled for the quarter/term/session in which their requested leave is to begin it is the responsibility of the student to request military leave drop/withdraw from their classes.
- Students receiving benefits under any of the GI Bills will have their enrollment certifications terminated for the initial term of the military leave and any subsequent terms for which leave is approved.

Financial Aid and Tuition/Books/Fees Impact of a Military Leave:

- Students are treated as a withdrawal from the College for Financial Aid purposes because students who take a leave of absence are generally not able to return to the same point in their academic studies upon return, as certain scheduling adjustment may be required.

- If the student received federal financial aid funding for the term of withdrawal, a calculation of the amount of aid earned for the term of withdrawal will be performed along with a calculation of the student's tuition obligation for the same period. As a result of these calculations, the student may have a tuition balance, have unearned federal aid funds that must be returned by the College or student, or have a tuition refund due. These calculations will be performed according to federal guidelines and institutional policy and the student will be notified of the outcome.
- If a tuition refund is due to the student, it will be returned in accordance with the directive given in the Student Statement Regarding Title IV Credit Balance Form (completed upon enrollment or as updated upon student request). Refunds will be paid to the appropriate funding agency within 45 days and the student will be billed for any remaining unpaid balance. See the College Refund Policy.
- Students who return from a Military Leave will have their federal financial aid reinstated, but the funding package may be different from the term of withdrawal due to changes in student eligibility.
- Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met per the Transcripts Policy.
- Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and the military financial aid specialist to ascertain their loan repayment status or repayment of tuition assistance during the Military Leave.
- Students who received federal student loans at any point during their enrollment at the College will receive further information regarding their loan obligations and repayment in an exit interview provided by the College within 30 days of the student's withdrawal date.
- In the event the student discontinues their program, any supplies or textbooks issued to and paid for by the student become the property of the student. Electronic resources, access to which the student paid for as part of the course technology and resource fee, shall remain accessible to the student as long as the license provided by the publisher/content owner allows. Licenses for electronic resources, which are utilized in most courses at Rasmussen College, are typically active for a length of 180 days to two years, dependent upon the publisher. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance.

C. Academic Impact of a Military Leave:

- If the student takes Military Leave on or before the close of the drop period the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
- A grade of "WX" will be recorded for each course for which a student was registered if the student takes Military Leave from the College at any time following the course drop period of the quarter. The student will need to repeat any course for which the WX grade was awarded.
- If a student completes any Term 1: 5.5-week course(s) or Session 1: 6-week course(s) but then has to take a Military Leave in Term or Session 2, the letter grades they earned for the Term/Session 1 courses will remain on their transcript.
- All academic probations, warnings and dismissals remain applicable to students who take a Military Leave. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.
- The standard Rasmussen transfer of credit policies apply for courses taken elsewhere while on leave to any academic work done by the student while on Military Leave from the College.

D. Long Term Military Leave for More Than Two Quarters in Length

Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. Students in good standing who withdraw under this policy may be readmitted and reenroll into the same program under the catalog that is current at the time of reenrollment, without penalty or redetermination of admission eligibility, within one year following their release from active military service upon submission of the military orders showing their military deployment has been completed. The student will be charged the same tuition rate as their original program or the new tuition rate, whichever is lower. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of reenrollment.

E. Short Term Military Leave for Up to Two Quarters in Length

Military service members who are given official orders for mandatory training who cannot complete the academic quarter due to military training may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. Each leave may be for up to two consecutive quarters. There is no limit to the total number of Military Leaves that a student may accumulate during their enrollment with the College. Students in good standing who withdraw under this short term (up to two quarters in length) leave policy reenroll at the start of the next term/session/quarter after the military training is complete and will be allowed to return into the same program under the catalog that the student was enrolled in prior to the military leave. The student will be charged the same tuition rate as their original program or the new tuition rate, whichever is lower. The student must contact their Advisor at least one week prior to the first day of the quarter/term/session in which the student wants to return to complete the reentry process and submit the military orders showing their military training has been completed. If the student reenrolls after more than one quarter, they will reenroll under the catalog and tuition rate that is current at the time of reenrollment, without penalty or redetermination of admission eligibility, within one year following their release from military training. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of reenrollment.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Medical Leave is intended for students who need to take time away from Rasmussen College for health reasons and who, for medical reasons, are unable to complete the term in which they are currently enrolled. Medical Leave is also available for students who are primary caregivers for someone who is experiencing a health or medical issue, which has resulted in their inability to complete the term in which they are currently enrolled. Each Medical Leave can be up to one quarter and may be extended through the following quarter/term/session. No approved medical leave may extend for more than two consecutive quarters in total length. During a student's enrollment, there is no limit to the total number of quarters/terms/sessions that a student may apply for and accumulate medical leave.

Qualified students with a disability under the Americans with Disabilities Act (ADA) who are seeking academic adjustments, auxiliary aids, or other support services should refer to our Accommodations Policy. Temporary medical conditions not considered a disability under the ADA unless they are severe enough to result in a substantial limitation of one or more major life activities. Such a determination is made on a case-by-case basis, taking into consideration the duration or expected duration of the impairment, and the extent to which it actually limits a major life activity of the individual. If you believe that your medical condition may qualify as a disability under the ADA and require support services or other accommodations, please contact the Accommodations Officer at your campus. Students who are placed on a Medical Leave of Absence are treated as a drop/withdrawal for Financial Aid purposes, because students who take a leave of absence are generally unable to resume coursework at the same point in their academic studies upon their return, as certain scheduling adjustments may be required. If the student received federal financial aid funding for the term in which the student withdrew, a calculation of the amount of aid earned for that term will be performed along with a calculation of the student's tuition obligation for the same period. As a result of these calculations, the student may have a tuition balance, may have unearned federal aid funds that must be returned by the College or student, or may have a tuition refund due. These calculations will be performed according to federal guidelines and institutional policy and the student will be notified of the outcome. If a tuition refund is due to the student, it will be returned in accordance with the directive given in the student's Excess Funds Form (completed upon enrollment). Refunds will be paid to the appropriate funding agency within

45 days and the student will be billed for any remaining unpaid balance. See the College Refund Policy.

Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met. Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and the military financial aid specialist to ascertain their loan repayment status or repayment of tuition assistance during the Medical Leave. Students who received federal student loans at any point during their enrollment at the College will receive further information regarding their loan obligations and repayment in an exit interview provided by the College within 30 days of the student's withdrawal date.

Students who return from a Medical Leave of Absence will have their federal financial aid reinstated, but the funding package may be different from the term in which the student withdrew due to changes in student eligibility.

Medical Withdrawal: Students who do not return to Rasmussen College following their Medical Leave will be withdrawn with a status of Medical Leave Withdrawal.

A. Applying for Medical Leave of Absence

To apply for a Medical Leave, the student must obtain the Medical Leave Request Form from their Advisor.

- The student cannot remain enrolled in the quarter/term/session in which the leave begins. Important note: If the student is currently enrolled for the quarter/term/session in which their requested leave is to begin, it is their responsibility to drop/withdraw from their classes.

B. Returning After Medical Leave of Absence

To return from Medical Leave, the student must complete and submit the Medical Leave Return Request Form prior to the first day of the quarter/term/session in which the student wants to return to complete the reentry process. Additionally, the student must submit a signed note from the student's professional therapist and/or physician stating the student's medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. A student returning after a Medical Leave of Absence will be returned to their previous program and catalog; students who desire to transfer programs are subject to the Program Transfer Policy.

C. Policy Regarding Grades in the Event of a Medical Leave of Absence

- If the student takes Medical Leave on or before the close of the drop period, the course(s) will be dropped without being recorded on the student's transcript and tuition will not be charged.
- A grade of "WX" will be recorded for each course for which a student was registered if the student takes Medical Leave from the College at any time following the course drop period of the quarter. The student will need to repeat any course required in their program for which the WX grade was awarded.
- If a student completes any Term 5.5-week course(s) or Session 6-week course(s) but then has to take a Medical Leave, the letter grades they earned for the completed Term/Session courses will remain on their transcript.
- All academic probations, warnings, and dismissals remain applicable to students who take a Medical Leave. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which they return to the College.
- The Rasmussen College transfer policy will be used to evaluate credits earned at other schools and will apply to any academic work completed by the student while on Medical Leave or while on Medical Withdrawal from the College.

D. Returning After Medical Leave Withdrawal

Reenrollment will require a student to reapply to the College and the terms of the Rasmussen College Reenter policy will apply.

ACADEMIC POLICIES

Assessment

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the five purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution. To guide this process, Rasmussen College has established five Councils, which align with the five purposes that support the mission; as such, the College provides its faculty and staff with a central role in the decisions that impact the future of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that it uses to evaluate and improve the quality of learning and teaching. The academic assessments used measure incoming student skills through a placement test to determine students' reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.

Transferable Skills Assessment

Transferable Skills are essential abilities which are valued by employers in many professional fields and form the basis for lifelong learning. Rasmussen College has identified the following six Transferable Skills as institution-level learning outcomes: Communication, Critical Thinking, Digital Fluency, Diversity and Teamwork, Ethics and Professional Responsibility, and Information Literacy.

Students will have the opportunity to demonstrate these skills in a number of courses across their programs of study, especially in course projects across the curricula. Most of the projects have an authentic focus on the type of tasks students will perform in the workplace. Students will be assigned to submit a comprehensive Transferable Skills project in their program capstone courses.

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students. Students will be notified of changes impacting their program of study.

Class Standing

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

Freshman	0–36 credits completed
Sophomore	37–72 credits completed
Junior	73–129 credits completed
Senior	130 or more credits completed

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. Courses beginning with HIM, MEA, MLT, NGR, NUR, PHT, PRN, PTA, RTE, and STS cannot be taken as individual progress courses. For courses with prerequisite requirements, the prerequisites do not apply. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The Rasmussen College entrance placement exam is not required for IP students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits.

To enroll in a program at Rasmussen College, students must complete all remaining programmatic application requirements (including the Entrance Placement Exam). Eligible individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Auditing a Course

A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students who are not enrolled in an eligible program and elect to take courses without earning college credit are considered Audit students. This non-credit option is NOT available to students for courses beginning with: CDA, CEN, CET, CGS (excluding CGS 1240), CIS, CNT, COP, COT, CTS, EEC, EEX, GRA, HIM, ISM, MEA, MLT, PHT, PRN, PTN, NGR, NUR, RTE, or STS. However, students who are enrolled in a program in which any of the aforementioned course prefixes exist may be eligible to take the course as an Audit if the student's Rasmussen College transcript reflects prior successful completion of the course. An Audit student is not eligible to complete any laboratory or clinical components of a course or any externship or internship or practicum experiences. However, a student who is enrolled in a Health Sciences program may be eligible to Audit a laboratory component of the course with approval from the Dean or Program Coordinator.

Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote an "Audit" upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. Audited courses with a clinical, practicum or laboratory component are not eligible for conversion to a letter grade. An Audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if she/he expects to convert the Audit grade to a letter grade at a future time. Competency-Based Education courses are not eligible for Audit. Audited courses are not eligible for Title IV funding. The ability to Audit a course is based on space availability.

Developmental Education and Rasmussen College Entrance Placement Assessment Re-Test Policy

The goal of Developmental Education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into Developmental Education courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. Coursework in math or English that is numbered below 100 is considered to be Developmental Education. College Entrance Placement Assessment scores are used to appropriately place students in English and math courses according to skill level.

See Entrance Assessment Table for placement scores.

The College entrance placement assessment may not be retaken for initial placement purposes during the quarter in which a developmental level course is scheduled. However, a student may repeat the assessment at the end of a quarter in which the Developmental Education course was attempted and prior to the start of the following quarter in order to prove readiness for college-level coursework. If the student places into Developmental Education coursework following the re-assessment, the student must repeat the Developmental Education course in the following quarter as long as the student is still eligible to repeat the Developmental Education course.

Developmental Education Courses

Students are placed into Developmental Education courses based on the results of the Rasmussen College Entrance Placement Assessment. To help ensure student success, students requiring Developmental Education coursework must attempt one such course in their first term of enrollment. Students requiring two Developmental Education courses must attempt the first course, Reading and Writing Strategies (B080), in their first term of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a required Developmental Education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. As such, any required Developmental Education courses must be completed no later than the end of the student's third full quarter of enrollment, or the student will be withdrawn from the College.

Students requiring two Developmental Education courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the Developmental Education math course. Students requiring two Developmental Education courses will not be scheduled into both courses in their first quarter of enrollment. If necessary, however, a student may be scheduled into both Developmental Education courses in each of the terms of the second quarter. Upon successful completion of Reading and Writing Strategies, and at least three credits of coursework in their program of enrollment with a grade of "C" or higher, the student will be allowed to take a full time credit load, if desired.

Developmental Education course credits are not counted toward graduation, and must be passed with a grade of "SX." Students enrolled in Developmental Education courses are eligible for financial aid. Students are not eligible to access competency courses until all Developmental Education requirements have been successfully fulfilled. Developmental Education courses must be taken in conjunction with courses required in an eligible program.

Developmental Education Course Grading

All Developmental Education courses are satisfactory/unsatisfactory (SX/UX) courses.

The following grading scale is then used to determine if students have passed the courses:

SX 73% or higher UX Below 73%

Common Grading System Percentage Scale

Letter Grade	Percentage Range
A	100 to 93%
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
C-	72 to 70%
D+	69 to 67%
D	66 to 63%
D-	62 to 60%
F	Below 60%

Common Grading Scale

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

Point Scale Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F	0.00	Failure
AUDIT	NA	Audit
CW	NA	Course Waiver
FD	NA	Failure Dropped
I	NA	Incomplete
PT Credit	NA	Pending Transfer
S/SX	NA	Satisfactory
TO	NA	Test-Out
TR Credit	NA	Official Transfer
U/UX	NA	Unsatisfactory
UD/UXD	NA	Unsatisfactory Drop
W/WX	NA	Withdrawal

Graduate Programs Grade Scale

Students are required to earn at least a "C" in their graduate-level courses. This applies to all coursework level 5000 through 6999.

Letter Grade	Percentage Range
A	100 to 94 %
B	93 to 85%
C	84 to 78%
F	Below 78%

Health Sciences Programs Grade Scale

The following grade scale applies to all upper- and lower-level courses with prefixes of BSC, BMS, HIM, HSC, MEA, MLT, MTS, PHT, PTN, RTE, and STS.

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

In addition to the lecture component, a School of Health Sciences course may contain a co-requisite lab component, a co-requisite clinical/externship/practicum learning component, or both. Satisfactory performance (score of 73% or higher) in each of the learning components of the course is required to earn a passing grade in the course. If a satisfactory grade is achieved in all learning components of a course each learning component will receive an independent grade. Failure to earn a satisfactory grade in all learning components of the course will result in failure of all components of the course. All learning component grades will appear on the student's transcript.

Nursing Programs Grade Scale

Students are required to earn at least a "C" in their Nursing courses. This applies to all NUR and PRN coursework level 0000 through 4999.

Letter Grade Percentage Range

A	100% to 94%
B	93% to 85%
C	84% to 78%
F	Below 78%

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the lecture component of a course. Satisfactory performance in the lecture component (score of 78% or higher) and a satisfactory assessment in the laboratory and/or clinical experience are required to earn a passing grade in the course. Failure to earn a satisfactory assessment in the laboratory and/or clinical component will result in failure of all components of the course. If a satisfactory assessment is achieved in the lab and/or clinical learning experience, courses with multiple components will receive a coordinated grade for each component equivalent to the earned grade in the lecture component.

A. Total Exam Score Average

In order to pass the course, students are required to achieve an overall **Total Exam Score Average** at or above a threshold of 78% for all exams taken within the nursing course. Neither the threshold calculation or the individual exam percentages will be rounded up (for example, 77.9% equals 77%).

- Exam score averages as a passing threshold: Each course exam will be individually calculated, earning a distinct percentage. Exam "percentages" (not points) will then be added individually and divided by the number of exams in the course in order to determine achievement of the 78% benchmark.

– e.g., If there are four exams in the course, and the results of exam one (50 questions) = 80%, exam two (50 questions) = 78%, exam three (50 questions) = 89% and final exam (100 questions) = 76%, the **Total Exam Score Average** would be 80% $((80+78+89+76)/4)$.

B. Total Course Score

Once the 78% total exam score average threshold has been met, the final grade for the nursing course will be calculated based on all incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

- Students who successfully reach the 78% exam average threshold as calculated above will then have the course grade determined by an overall course point calculation, which includes all earned points as outlined in the course syllabus.

Competency-Based Education Course Grade Conversion Scale

The following course grade conversion scale can be used to convert competency-based education course scores to letter grades:

Competency Report Scale	Percentage Range	Letter Grade
4	100% – 94%	A
3	93% – 85%	B
2	84% – 78%	C
1	below 78%	F

Flex Choice Credit by Assessment Options

Rasmussen College Flex Choice Credit by Assessment are self-directed offerings that fulfill some academic program requirements. Demonstrated mastery through the successful completion of self-directed Flex Choice Credit by Assessment allows students to test out of some courses within their academic program.

- Students must be enrolled in a program that allows Credit by Assessment options in order to gain access to Credit by Assessment.
- Students must attempt a minimum of six traditional faculty-led credits per quarter in order to gain access to a library of Credit by Assessment options that may be available to them.
- Students must have fulfilled all Developmental Education requirements prior to enrolling in any Credit by Assessment.
- Students must be in good academic standing in order to enroll in any Credit by Assessment options.
- Credit by Assessment is optional, and students can complete a degree without completing a Credit by Assessment.
- Students may choose to attempt a Credit by Assessment as it applies to their program requirements.
- If Credit by Assessment options are selected, they must be taken alongside other faculty-led courses and be completed within 45 days of accessing Credit by Assessment.
- There will be no extensions granted for students enrolled in a Credit by Assessment.
- Students who do not successfully complete a Credit by Assessment within the allotted time will be required to take the faculty-led course to fulfill graduation requirements.
- Students may attempt a Credit by Assessment option as long as they have applied to or are concurrently enrolled in an eligible program.
- Enrolled students may elect to take a Credit by Assessment in lieu of a course for any course that has been identified as having a Credit by Assessment equivalent or fulfills the same General Education category.

ACADEMIC INFORMATION AND COLLEGE POLICIES

- Upon successful completion of a Credit by Assessment, Rasmussen College will issue a Certificate of Successful Credit by Assessment completion. The Certificate will be placed in the student's academic file.
- If a student has already attempted an online, CBE, or residential course, as indicated by a posted letter grade, the student will not be allowed to attempt the equivalent Credit by Assessment or Credit by Examination option.
- If an unsuccessful attempt is made for a Credit by Assessment, the Credit by Examination is no longer an option.
- A student may complete a Credit by Assessment option and later decline Transfer Credit for the option (TO grade) and enroll in an equivalent faculty-led course and earn a letter grade.
- Credit by Assessment opportunities must be completed prior to or concurrently with the final traditional faculty-led courses in the program.
- Credit by Assessment will not count as credits for financial aid eligibility.
- Credit by Assessment credits will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- Students who enroll or reenter the College are required to pay a nontransferable/nonrefundable Credit by Assessment fee in order to gain access to the assessment. See the tuition structure table for current rates.
- Contact your Advisor for a list of available Credit by Assessment opportunities as well as instructions to enroll and pay the credit by assessment fee.
- Payment of the fee does not guarantee the award of credits; any credits awarded will be based on meeting all of the criteria above and the Flex Choice Credit by Assessment Options policy.

Flex Choice® Credit-Based Competency-Based Education (CBE) Programs

Students enrolled in a Flex Choice® Credit-Based Competency-Based Education (CBE) Program will be enrolled in competency-based courses where they are offered and in traditional courses when a course is not available as a competency-based course. Traditional courses are defined as courses of any modality with specific assignment deadlines. Flex Choice® CBE courses are defined as those which allow students control over their assignment deadlines and are time-flexible within the academic term.

- Competency-based courses must be completed within the academic term of the program.
- All Rasmussen College policies and procedures apply to a student in a Flex Choice® CBE program unless otherwise noted.
- The credit-based CBE programs will offer at least 51% of the program credits as CBE credits.
- Students may attempt a competency-based course as long as they are enrolled in an eligible program.
- Competency-based courses will count as credits toward financial aid eligibility.
- Attendance policies of the College must be met.
- First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day after the start of a term. Completion and submission of the Learning Plan will be required to fulfill the first week attendance requirement in a competency-based course.
- Attendance requirements in competency-based courses are met by (a) completing and submitting identified activities or assessments within the competency-based course, and (b) substantive academic engagement, including completing the course Learning Plan, quizzes, or diagnostic assessments.
- Student grades will be impacted by the completion of assessments.
- Students have until the final day of the quarter to complete the competency-based course(s).
- Competency-based course scores will be converted to letter grades following a standard grading scale as identified on the Competency-Based Education Course Grade Conversion Scale and will appear on the student's transcript.
- Upon successful completion of a competency-based course, the attendance requirements have been met and Rasmussen College will post the final letter grade to the student's record.

- Students who do not successfully complete a competency-based course within the allotted time will be required to repeat it as a CBE course.
- If a student has already attempted and failed or withdrawn from a traditional course, as indicated by a posted W/WD or F/FA grade, the student will be allowed to attempt the equivalent competency-based course following the expectations of the course repeat policy.
- Students who elect to take an incomplete at the end of a quarter per the College Incomplete Grade Policy will be given an "I" indicating an incomplete grade. Students will be required to work independently without support or guidance from the course faculty during the incomplete period. At the end of the incomplete period, the grade will be converted per the Incomplete Grade Policy.
- Upon withdrawal from the College the student's financial aid award will be adjusted according to the Institution's Refund Policy as described in the College Catalog. Grades will be assigned according to the Rasmussen College Course Add, Drop, and Withdrawal policies.
- If a student receiving Title IV funds (federal financial aid) ceases to be enrolled in a quarter, including students who complete all competency-based courses prior to the end of the quarter and have no other enrollment that quarter, the student may need to have their financial aid awards adjusted according to the Institution's Return of Title IV Funds Policy as described in the College catalog.
- It is the expectation that students in an undergraduate Flex Choice® CBE Program will be full-time by taking a combination of traditional courses and/or competency-based courses.
- It is the expectation that students in a graduate Flex Choice® CBE Program will be full-time by taking only competency-based courses.
- Students will matriculate into Rasmussen College upon acceptance in a Flex Choice® CBE program of their choice.

Reenter Policy

A reenter is defined as any student who withdraws from all courses after the course drop period in any term and returns in a subsequent quarter. A student will not be considered for reentry in the same quarter in which they withdrew. Due to financial processing, a student may return no fewer than 21 calendar days after the date of withdrawal. Reentering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. They must also meet all entrance

requirements as stated in the current catalog. Students will reenter into the current curriculum. Any exceptions to this policy need to be approved by the Department Chair. For the calculation of Satisfactory Academic Progress, reentering students are treated as continuing students and must meet progress requirements.

Students who are returning from a prior status of Complete, as defined in the Complete Status policy, who are returning with the intent to convert the Complete status to a graduate status in their most recent program of enrollment are subject to the reenter policy and procedures with the exception of returning to the current curriculum and meeting entrance requirements.

Students who are returning from a prior status of Graduate, must have a financial balance of \$1,000 or less to return and enroll in a new program.

If a student is not meeting Satisfactory Academic Progress at the time of withdrawal and wants to switch to a different program upon return, the Program Transfer Policy must be followed. Students returning in satisfactory academic standing or on Academic Warning must have a financial balance of \$1,000 or less to return. Students returning on Academic Probation, regardless of aid status, must have a zero financial balance and have paid half the tuition amount of the upcoming quarter by seven calendar days after the term/quarter start. Students in Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of reentry. These students will be allowed to reenter if space is available and all other reentry requirements are met. Students reentering into or transferring to the Physical Therapist Assistant program must complete the requirements as detailed in the Physical Therapist Assistant Associate's Degree Program Re-enrollment Policy.

Physical Therapist Assistant Associate's Degree Reenrollment Policy

A Physical Therapist Assistant (PTA) program reenrollment is defined as any student who was enrolled in the Physical Therapist Assistant program and previously attempted any program-specific core course (PHT prefix) and earned a grade of A-F or W in those courses. This includes students who have withdrawn from the Program and/or withdrawn from the College. The College reenter and program transfer policies apply to any Physical Therapist Assistant student who withdrew from the program prior to attempting any core courses (PHT prefix).

Reenrolling students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. Reenrollment is limited to one time for students

withdrawn from the Program for any reason. However, students who have been administratively withdrawn/dismissed from the Physical Therapist Assistant program for disciplinary or conduct reasons may not be eligible for reenrollment into the program and may not be eligible for reentry to Rasmussen College.

Reenrolling students admitted to a subsequent PTA cohort must meet all current entrance requirements as identified in the Entrance Requirements for the Physical Therapist Assistant Associate's degree program. Acceptance is also subject to cohort size limitations at the campus to which they are applying. In addition, reenrolling applicants are required to demonstrate competencies from previously passed or completed PHT courses. An applicant must prove competencies in course sequence order. At any point that competencies are not proven, the applicant cannot attempt any subsequent competencies. Students will be allowed one attempt to achieve a passing grade as defined by the Health Sciences Program Grade Scale on each of the required competencies. Failure to meet this threshold will require the student to retake the associated courses in the program. Competency assessment may begin no earlier than six (6) months prior to the start date of the reenrolling quarter and must be completed no later than the Friday two weeks prior to the start date of the reenrolling quarter.

School of Nursing Reenter Policy

Students who have been administratively withdrawn from a School of Nursing program for disciplinary or conduct reasons may not be eligible for reentry into any School of Nursing program and may not be eligible for reentry to Rasmussen College.

Additionally, students who have been dismissed from a School of Nursing program, those who fail two core nursing courses, or those who fail the same core nursing course twice are not eligible for reentry into the same program within the School of Nursing until four full academic quarters have passed since the date of programmatic withdrawal, subject to the School of Nursing Course Expiration Policy.

Reentry into a previously attempted Nursing Diploma, Associate's Degree, or Bachelor's Degree entrance option is limited to one time for students withdrawn for not meeting program standards as defined in the Nursing Handbook.

Nursing students will have their previously completed nursing core courses (as designated by course prefix NGR, NUR, PRN) assessed against the current program to determine which course(s) will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program. Rasmussen College will allow

the student to reenter at the appropriate level in a current program if a space in the program is available and all other reentry requirements are met.

All core Nursing coursework, whether passed or failed, from any prior enrollment will remain on the student's academic record. When a nursing student reenters after the course expiration period as defined in the School of Nursing Course Expiration Policy, no previously failed core nursing courses will apply for the purpose of determining the number of failed core nursing courses or apply for the purpose of determining Satisfactory Academic Performance (SAP).

For graduates of a Rasmussen College Nursing program who are returning for a subsequent Nursing credential, no previously failed core nursing courses will count for the purpose of determining the number of failed core nursing courses in the new enrollment. All core nursing coursework whether passed or failed will remain on the student's academic record. All previously passed or failed unexpired core nursing courses will apply for the purpose of determining Satisfactory Academic Performance (SAP).

Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Courses should be repeated in the next quarter in which it is offered. No course can be repeated within the same quarter in which it was most recently attempted. Repeated course credits may be included in financial aid award calculations when:

- The student is repeating a course for a second or third time and failing grades have been earned in all previous attempts of that course; OR
- The student is repeating a previously passed course (one time only per previously passed course) for a higher grade. In this case if the student fails the previously passed course the student loses all future financial aid eligibility for that course.

The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal

process. Students who fail a course three times, and who cannot switch to another program as determined by the program transfer/appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of Pass and transferring it back into Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an "F/FA/FD" grade will be replaced by a "TR" and the student's GPA will be recalculated to reflect the transfer of credit. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR). Developmental Education courses may only be repeated one time. Students who fail a Developmental Education course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

A. School of Health Sciences Repeating Courses Policy

Students are required to attend the Clinical, Externship, or Practicum Orientation prior to their first clinical, externship, or practicum. They receive a clinical, externship, or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The clinical, externship, or practicum manual discloses that students have two attempts to complete their clinical, externship, or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student's file. If a student is dismissed from a clinical, externship, or practicum site due to circumstances out of their control, attempts will be made to secure an additional site within the same quarter for the student to complete their clinical, externship, or practicum. Students enrolled in the Pathway to Patient Care Seminar course will have one opportunity to attempt the course regardless of grade (SX/UX/WX) earned.

B. School of Nursing Repeating Courses Policy

The School of Nursing allows students to fail one nursing course within the core nursing curriculum. (NGR, NUR, PRN coursework). However, a second failure, whether it be the same nursing course or any other nursing course will result in dismissal from the nursing program. Core nursing courses may need to be repeated in a program of reentry based

upon course expiration periods as defined in the Nursing Program Reentry Policy and as allowed by the School of Nursing Course Expiration Policy.

School of Nursing Course Expiration Policy

Students who qualify for reentry into a nursing program may receive credit for previously completed core nursing curriculum courses. Application of credit in CORE COURSES in the School of Nursing will be available based upon the following course expiration periods and restrictions:

- Previously attempted nursing coursework with either a lab and/or clinical component has a four quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within four academic quarters following the most recent quarter of nursing program attendance.
- Previously attempted nursing coursework with no lab and/or clinical component has a twelve quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within twelve academic quarters following the most recent quarter of nursing program attendance.
- If the program of reentry does not require a previously completed course, no credit will be awarded.

Late Assignment Submission Policy

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to 24 hours late; an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings), students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy

An "I" indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the Term/Session/Quarter. An incomplete may be granted to a student at the end of a Term/Quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor that identifies:
 - a. The work to be completed,
 - b. Qualifications for acceptable work,
 - c. The deadline for completing the work is 7 calendar days for both the term/session/quarter.
 - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade),
 - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. Incomplete records will be maintained in the student's file.
3. The student's Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
 - a. The work to be completed must be regularly assigned work, identified in the course syllabus.
 - b. The student can reasonably be expected to complete the work by the deadline.
 - c. The student's grade will be substantially improved.
 - d. The student has demonstrated a commitment to completing work in a timely fashion.
 - e. Granting the incomplete is truly in the best interest of the student.
 - f. By completing the work, the student is able to demonstrate their ability to meet the course objectives.
4. Allowing the student extra time compensates for events or conditions not within the student's control (e.g., illness, emergencies, etc.).
5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within 7 calendar days of the last day of the term/session in which the course was attempted. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor

on the Incomplete Form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Change of Grade Policy

On occasion, it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within five business days after grades have been posted to their record regarding grade changes. Instructors will have seven business days from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the second week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized later or by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic appeals.

School of Nursing Incomplete Grade and Change of Grade Policies

The Incomplete Grade Policy and Policy for Change of Grade apply to students in the School of Nursing, with the following exceptions:

A. Professional Nursing (ADN) Program, and Bachelor of Science in Nursing (BSN) (Standard Entrance and Second Degree)

In order for an Associate Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 95% probability of passing the NCLEX exam. All students are required to take the two exams. If the student is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam. Students who achieve the required individual score within five attempts by Week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

B. Practical Nursing (PN) Program

In order for a Practical Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn an individual score (benchmark) on one of the two proctored Comprehensive Predictor Exams which equates to a 92% probability of passing the NCLEX exam. All students are required to take the two exams. If the student is not successful in reaching the required individual score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark on the Comprehensive Predictor Exam.

Students who achieve the required individual score within five attempts by Week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the required individual score during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

Program Transfer Policy

Students may transfer programs based on meeting certain criteria. All requests for program transfers, appeals, if required, and the subsequent approval, must be received prior to Friday of the first week of a quarter break in order for the program transfer to take effect the next quarter. The request for a program transfer will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and any documentation submitted for an appeal, if an appeal is required. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. If a student chooses to transfer their academic program, the student defaults to the current catalog and curriculum requirements. A student who chooses to transfer programs must provide written authorization and a new enrollment agreement.

A student in good academic standing at the end of the most recent quarter of attendance will be allowed to transfer programs at the start of the next quarter as long as all program transfer requirements have been met.

A student who is not meeting Satisfactory Academic Progress, as defined in the Standards of Satisfactory Academic Progress, at the end of their most recent quarter of attendance will be allowed one program transfer at Rasmussen College. Any subsequent requests for a program transfer when the student is not meeting Satisfactory Academic Progress will be denied, unless they meet the exemption criteria. The one program transfer limitation may be appealed to the College Academic Appeal committee following the process available through the campus of enrollment.

Students who meet any one of the criteria below are considered exempt from the one program transfer limit if they are not meeting the standards of Satisfactory Academic Progress at the end of their most recent quarter of attendance. Students who meet this criteria do not need to file an appeal to the College Academic Appeal committee.

The program transfer will be granted if all other program acceptance criteria are met:

- The returning student has not attended Rasmussen College within the past five years (sixty months) since their most recent withdrawal date
- The returning student earned a credential from another college/university after attending Rasmussen College
- The returning student's previous program from which he/she withdrew while not meeting Satisfactory Academic Progress is no longer offered at Rasmussen College
- The returning student's previous program from which he/she withdrew while not meeting Satisfactory Academic Progress is now only offered through bachelor-completer)
- An active student is requesting to transfer to the most recent catalog version of the program in which they are currently enrolled
- An active student is changing credentials within the lower-level coursework, such as from an associate's degree to a certificate or a diploma, or from the certificate to a diploma or an associate's degree. A student who requests to move from an associate's degree or certificate or diploma credential to a bachelor degree program must meet the Satisfactory Academic Progress program transfer requirements.

If a student has exhausted their one opportunity for a program transfer while not meeting Satisfactory Academic Progress the student may request a program transfer appeal to be reviewed by the College Academic Appeal committee. The process requires the student to complete and return a Program Transfer Appeal form and, in some instances, supporting documentation. The program transfer appeal process information is available to active students through their Advisor and to returning students through their Program Manager. If a returning student is granted a program transfer appeal, the appeal will be honored for a single reenter to take place within the next three months as noted on the approved Program Transfer Appeal. An approved program change appeal is only honored for the program the student appealed to enter. Students will receive written confirmation of the approval or denial to transfer programs.

Students reentering into or transferring to the Physical Therapist Assistant program must complete the requirements as detailed in the Physical Therapist Assistant Associate's Degree Program Reenrollment Policy.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study when all of the following conditions are met:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the term/session/quarter in question does not arise from the student's decision to withdraw from the course in an earlier term/quarter, the student's failure to satisfactorily complete the course in an earlier quarter, the student's decision to change programs, or the student's decision to accelerate graduation near the end of their program.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled course and will meet the standard performance objectives for the course. If the method for meeting and assessing the performance objectives differs from the standard course syllabus, the changes will be noted within the course section.
5. Within the first week of the independent study, the student and instructor must meet to review the course schedule and determine how the course and weekly objectives will be met and assessed.
6. If the independent study is held residually, the instructor and student(s) will meet an equivalent of at least 11 hours which are distributed evenly across the weeks of the term/quarter.

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter or more than 12 credits in either a 5.5-week term or six-week session. In order to qualify for an overload, the student must have completed a minimum of 30 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 3.01 (3.5 for six-week programs) to apply for an overload. Students who qualify will be eligible to take up to 24 total credits in the designated quarter. Students who desire an overload should consult with their Advisor as well as the Academic Dean of the campus in which they are enrolled.

Course Add Policy

Students who are enrolled in courses at the beginning of a quarter may add Term/Session 1 courses through the second business day of Term/Session 1 and add Term/Session 2 courses through the fifth business day of Term/Session 1, which is the close of the add period. Courses may be added through the second business day of Term/Session 2 only when Term/Session 2 is the student's first Term/Session of attendance. Students may add 11-week courses through the fifth business day of the quarter, which is the close of the add period. Business days are defined as Monday through Friday, excluding any College holidays.

Course Drop Policy

Students may drop courses through the sixth business day of the term/session/quarter. Students who are enrolled in courses at the beginning of a quarter may drop courses through the sixth business day of the quarter for all courses, including Term/Session 1 and Term/Session 2 courses, which is the close of the drop period. For courses dropped prior to tuition billing, the student will be unregistered from the course and no grade will be assigned. Tuition is billed on the seventh business day of the quarter for all courses remaining on the schedule. If tuition billing has occurred, the student may drop a Term/Session 2 course through the sixth business day of Term/Session 2 and the student will receive a grade of CL; which does not have an academic impact, it may however have a financial impact. Beginning on the seventh business day of a quarter/term/session a dropped course in the current term/session/quarter will receive a withdrawal grade per the Course Withdrawal policy. For Term/Session 2 courses a student who has already been billed tuition may swap courses for an equivalent credit-value course up through the 2nd day of Term/Session 2. The student will need to work with their Advisor to determine if this is an option. The student cannot add courses to their schedule if tuition has already been billed. Business days are defined as Monday through Friday, excluding any College holidays.

Course Withdrawal Policy

Course withdrawal dates vary depending on the scheduled length of the course. Once the Course Drop period has passed, students are permitted to withdraw from a course until 60 percent of the scheduled course length has elapsed. If a student receiving financial aid withdraws from a course or all courses, there may be financial penalties.

During the withdrawal period the student will receive a withdrawal grade on their transcript for any classes from which they have withdrawn. The student's grade point average will not be affected. However, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period.

Once 60 percent of the scheduled course length has passed, the student will receive a failing grade on their transcript for any classes from which they have been withdrawn. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period. Students who fail to notify the College that they have stopped attending and wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop period.

Online Courses

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites. Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Course technology and resources, including eBooks and other resources required for online courses, are generally available within the online course. Additional resources required will be shipped directly to the student.

Graduation Requirements Policy

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students enrolled in undergraduate programs must complete 33 percent of their program requirements at Rasmussen College, and no more than 67 percent may be completed via transfer credits, course waivers, credit by examination, or other means. Exceptions to this rule exist; see Transfer of Credit Policies. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students enrolled in an undergraduate degree program, diploma, or certificate must have a cumulative grade point average of a 2.00 and above with a passing grade in each required course.

Students enrolled in a graduate degree program must have earned a cumulative grade point average of 3.00 or higher and have completed each required course with a passing grade in order to earn the degree.

Complete Status Policy

A Complete status is applied to, and becomes the status for, students who were enrolled in a degree/credential-seeking program and have either completed the time allowed or attempted the maximum allowable number of credits for the program of study without meeting one or more of the following graduation requirements:

- Achieve the cumulative GPA required by the program of enrollment.
- Complete all program requirements.
- Achieve a passing grade in each required course. All courses in the program must have been attempted. A withdrawal grade is not considered an attempt.
- Complete all Developmental Education courses as determined by the entrance placement exam.
- Submit official transcripts for all transferred courses.
- Exceeded the threshold of time allotted to complete the program, known as the cumulative completion rate.

Students who are completing coursework in non-degree/credential-seeking opportunities will have their final status awarded as Complete. Students in non-degree/credential seeking opportunities with a status of Complete are not eligible for graduate benefits. Where applicable, coursework completed in non-degree/credential seeking opportunities may have credits applied to eligible programs.

Returning Completer Policy

Individuals who were enrolled in a degree/credential-seeking program and are in a Complete status may be eligible to return as a "Returning Completer" to achieve graduate status through the successful completion of failed courses, or through transfer of credit upon submission of an official transcript proving course equivalency from another institution.

The ability of Returning Completers to return to their prior program and attempt coursework required for graduation is determined by the College at the time of return, on a case-by-case basis. Returning Completers must be deemed academically and financially eligible to return to active status. The coursework and program curriculum relevant to Returning Completers may no longer be available, and eligibility for financial aid is not guaranteed. Current enrollment and programmatic requirements of the College may apply. The current tuition structure will be followed for all Returning Completers.

Academic Honors

Each quarter, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree seeking students who earn a quarterly grade point average of 3.25–3.749 will receive an Honor Roll certificate. Enrolled, degree-seeking students who earn a quarterly grade point average of 3.75–4.00 will receive a Dean's List certificate.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement by awarding honors to graduates who meet minimum qualifications. Certificate, diploma, associate's, and bachelor's degree students who complete all graduation requirements and earn a cumulative grade point average of 3.50 or higher will graduate with honors, which will appear on their diploma and transcripts, and they will receive gold cords for the graduation ceremony as a symbol of this achievement. The following honors will be noted on the diplomas and transcripts of bachelor's degree students:

- **Cum Laude:** Bachelor's students who earn a cumulative grade point average of 3.50–3.669
- **Magna Cum Laude:** Bachelor's students who earn a cumulative grade point average of 3.67–3.749
- **Summa Cum Laude:** Bachelor's students who earn a cumulative grade point average of 3.75–4.00



Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified.

SAP Components: All students must meet all three of the components that are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of an academic program. The three components are as follows:

1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00. Graduate students are required to maintain a Cumulative Grade Point Average (CGPA) of 3.00.
2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.
3. **Duration of Eligibility.** This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credits Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid. In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA/FD, U/UD/UN, W/WD/WF/WP, I.

Financial Aid Warning: If a student's CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to General Counsel. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. Appeals will not be approved for students who cannot meet all three components of SAP by the end of the Financial Aid Probation period unless an academic plan is developed and in place for the student. The ruling of General Counsel is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet the conditions specified in his/her academic plan or the minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet the minimum SAP requirements or the conditions specified in his/her academic plan at the end of the Financial Aid Probation period is not eligible for financial aid.

Academic Plan: An academic plan is required for students who successfully appeal and are unable to meet all three components of SAP by the end of the Financial Aid Probation period to ensure the student would be able to meet the minimum SAP standards by a specific point in time. The academic plan should include GPA and/or Pace/CCR requirements, depending upon the deficiency. It may also include additional requirements, such as a limit on the number of credits enrolled, consultation with an Advisor, or other items to help define and assist in the student's progress.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later reenter are treated as continuing students and must meet progress requirements. Reentry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a reentering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student's new program; standard CCR requirements will be followed from the reentry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not reenter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

Health Sciences Externships, Practicums, and Clinicals

Externships, clinicals, and practicums for Health Sciences programs are to be conducted in Rasmussen-approved locations. Each practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student. Practicums/Externships in Health Sciences programs have attendance expectations that differ from the general Rasmussen College Attendance Policy. These attendance policies can be found in the program-specific manuals/handbooks.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter or term in which the course is scheduled will fail the practicum course.

All student activities associated with the curriculum, especially while the student is completing their clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution.

Often, students will be offered a position toward the end of their rotation. It must be understood by both parties that should compensation occur for time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

Attendance

A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student's responsibility to contact

the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) Attending a face-to-face course session at the campus or other class location, or (b) Substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the student's record. Rasmussen College makes attendance records available to supporting agencies and prospective

employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

A. First Week Attendance

Students are expected to meet attendance requirements in their courses on or before the seventh day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.

B. Course Attendance

If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon withdrawal, a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College Catalog and will be assigned grades according to the Rasmussen College Course Drop Policy.

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Externships, Practicums, and Clinicals in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Rasmussen College Academic Integrity Policy

I. Introduction: As an institution of higher learning, Rasmussen College is dedicated to global enrichment and meeting the evolving needs of our diverse communities. In pursuit of this commitment, students of Rasmussen College are expected to uphold the very highest business and personal ethics and embrace opportunities for engaging in honest intellectual inquiry by practicing academic integrity. Academic Integrity is the commitment to five fundamental values: Honesty, trust, fairness, respect, and responsibility. The purpose of this policy is to clarify the College's expectations with regard to student academic behavior and provide examples of academic misconduct. Misconduct is a violation of the Academic Integrity Policy, whether intentional or unintentional, and includes all forms of academic cheating.

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act that results in unfair advantage to the student.

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:

- i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
- ii. Impersonation: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.
- iii. Using or attempting to use unauthorized materials, texts, devices, notes, information, or study aids to gain unfair advantage in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c) Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d) Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.

e) Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

f) Plagiarism is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:

- i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
- ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
- iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
- iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

III. Violations: Students who violate the academic integrity policy (commit academic misconduct) are subject to corrective action in order to deter future misconduct and to hold students accountable for their actions. Academic Integrity violations and corrective actions are documented and cumulative; corrective actions may be increased based on a past disciplinary record,

the severity of the violation, and the impact upon the academic community. The College reserves the right to dismiss a student from the College for academic misconduct; students who are dismissed from the College because of academic misconduct may not reenroll. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities.

IV. Appeal: A student found in violation of the Academic Integrity Policy may appeal a finding of misconduct using the Academic Appeal Procedure.

Consortium Agreement

Rasmussen College has signed consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

TRANSFER OF CREDIT POLICIES

General Transfer of Credit

- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College at:
Rasmussen College
Attn: Transcript Department
8300 Norman Center Drive Suite 300
Bloomington, MN 55437
It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification

regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

- Students in bachelor-completer programs excluding Health Information Management, will be withdrawn from the College if official transcripts are not received by the Friday of the thirteenth week of enrollment.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded in fulfillment of a prerequisite or co-requisite through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College at the time the required course is scheduled due to curriculum sequence. All necessary credits will be required to be completed in order to graduate.

- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education, will be considered for college transfer.
- Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means, except as noted below.
 1. Students in the Medical Assisting, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more

than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of "block transfer" candidates for the Surgical Technologist Associate's Degree and Healthcare/Health Sciences Associate's Degree – Medical Assisting Specialization.

2. Students in the Practical Nursing Diploma program must complete at least 75% of their program requirements at Rasmussen College, and no more than 25% may be completed via transfer credits, course waivers, credit by examination, or other means.

3. Students in the Professional Nursing Associate's Degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.
 4. Students in the Nursing Bachelor's Degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% may be completed via transfer credits, course waivers, credit by examination, or other means.
- Rasmussen College awards quarter credits. In considering transfer courses, 1 semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
 - International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.
 - Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.
 - Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
 - Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
 - Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any Pending Transfer (PT) credits still remaining at the end of the student's program when all other course requirements have been successfully completed will either be removed and the student will be required to complete the program requirements in order to graduate, or the student's status will be (non-graduate) Complete.
 - Courses for which a student has received credit by examination will be listed on the student's transcript with a Test Out (TO) designation.
 - Courses for which a student has received credit through waiver will be listed on the student's transcript with a Course Waiver (CW) designation.
 - When courses are not accepted for transfer, a student may file an appeal through the following process:
 1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
 2. The information will be reviewed by the Associate College Registrars.
 3. The student will be notified of the decision.
- Course-by-Course Transfer**
- Course-by-course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
 - Course must have the minimum number of credits to that of the Rasmussen College course.
 - Only courses completed with a grade of "C" or higher, or a grade of Pass (in a Pass/Fail grading system), will be eligible for transfer credit.
 - Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student's final grade-point average.
 - General Education credits may be considered for transfer regardless of completion date.
 - Credits in CORE COURSES in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included: CDA, CEN, CET, CGS, CIS, COP, CNT, CTS, ISM, and QMB.
- This excludes the following courses, which do not have expirations:
1. Computer Applications and Business Systems Concepts
 2. Excel
- Credits in CORE COURSES in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.
 - Nursing Programs will not accept any core course transfers. Prefixes include NGR, NUR, and PRN.
 - Health Sciences core courses as designated by course prefix (except for the Medical Terminology course) have a five-year transfer limit.
 - The following courses in the Medical Assisting Diploma program are not transferable: MEA 1350 Fundamentals in Clinical Techniques; MEA 1460 Clinical Laboratory Applications & Diagnostic Procedures I; MEA 1570 Clinical Laboratory Applications & Diagnostic Procedures II; MEA 2895 Medical Assistant Experiential Externship; MEA 2976 Medical Assistant Professional Externship; and MEA 2820 Medical Assisting Capstone.
 - The following courses in the Radiologic Technology Associate's Degree program are not transferable: RTE 1000 Introduction to Radiology and Patient Care; RTE 1100 Radiology Physics; RTE 2300 Radiographic Positioning and Anatomy I; RTE 2400 Radiographic Positioning and Anatomy II; RTE 2500 Radiographic Positioning and Anatomy III; and RTE 2900 Radiography Technology Capstone.
 - Courses within the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, Radiographic Technology, and Physical Therapist Assistant programs with course prefixes of MEA, MLT, PHT, RTE, and STS cannot be fulfilled with course-by-course transfer credit based on coursework completed at other institutions. Students who have completed external coursework similar to Rasmussen courses with prefixes of MEA, MLT, PHT, RTE, and STS at an accredited institution within one year may attempt a challenge exam following approval by the Department Chair. An examination score of 73% or higher is required to earn credit by examination unless indicated differently in the program handbook. Any courses that include a Clinical, Externship, Internship, or Practicum component cannot be fulfilled by test-out. The MEA 2203, MLT 1325 and MLT 1728 courses can be fulfilled by challenge exam or external transfer credit and have a five-year time limit.
 - Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (MLT, RTE, and STS prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar coursework that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. The MLT 1325 and MLT 1728 courses are exempt and have a five-year time limit. All transfers or test-outs into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist programs are based on program space availability.
 - Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.
 - For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (CCJ, CJE, CJK, C JL prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.
 - If a required course was previously attempted and failed at Rasmussen College, the transfer grade will replace the grade earned at Rasmussen College when an official transcript is provided, and the attempted credits will continue to apply for the purpose of determining Satisfactory Academic Performance (SAP). When an elective General Education course was attempted at Rasmussen College, the transfer grade will fulfill the course requirement, and the attempted credits and grade earned at Rasmussen College will apply for the purpose of determining Satisfactory Academic Performance (SAP).
- Declining Transfer of Credit**
- A student may choose to decline external transfer credit that would otherwise be awarded by submitting a written request to their Advisor. The transfer credits will be removed from the Rasmussen College student record. The request must explicitly state for which course the student wants to waive the transfer of credit. The declined transfer credit may be rescinded at a later date by submitting a written request to the advisor. The U.S. Department of Veteran's Affairs (VA) does not allow students using VA education benefits to decline transfer of credit. Students using VA educational benefits must therefore submit all previously completed college-level coursework for transfer evaluation, and all credits deemed eligible for transfer must be accepted.
- Transfer of Credit for Master's Degree Students**
- Graduate-level coursework completed at an institution other than Rasmussen College will not be accepted for transfer credit. Master's-level students may request transfer of 5000 level or higher coursework previously completed in an undergraduate program with a grade of C or higher at Rasmussen College. Any course transferred or completed at Rasmussen College as a graduate student, whether passed or failed, will appear on the transcript and will count toward the cumulative grade point average as applicable to the program of enrollment. Each transferring

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course must closely align to the course objectives and expected outcomes of the course it is replacing. Transferred credits count toward cumulative grade point average and will appear on the student's transcript.

Credit by Assessment Transfer

- Credit for successfully completed Credit by Assessment options at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Credit by Assessment credits awarded through credit by assessment (TO) may not be transferable to another institution.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through a credit by assessment opportunity will count toward earned credits and count toward the transfer maximum.

See Flex Choice Credit by Assessment Options section for additional guidance and fee information.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, General Education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- All required General Education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed General Education credits will be applied.

Military Block Transfer for Medical Assisting Diploma and Healthcare/Health Sciences Associate's – Medical Assisting Specialization

Students who have completed the Basic Medical Technician or Corpsman training program through a branch of the United States Armed Forces as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript within the past five years or, if the training was completed over five years ago, the student must have work experience in the a similar healthcare field within the last five years and be approved by the Department Chair, may be eligible for one of the following:

1. A block transfer of 24 credits when enrolling into the Medical Assisting Diploma program. The block transfer includes COM 1002-Introduction to Communication, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical

Assisting specialization until student is in their last or second to last quarter.

2. A block transfer of 12 credits when enrolling into the Medical Assisting Diploma program if student completed their training more than five years ago and does not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes COM 1002-Introduction to Communication, HSC 1531-Medical Terminology, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical Assisting specialization until student is in their last or second to last quarter.
3. A block transfer of 41 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting specialization program. The block transfer includes all Medical Assisting Diploma courses except E242-Career Development, HSC 2641-Medical Law and Ethics, and PSY 1012-General Psychology. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.
4. A block transfer of 33 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting specialization program if student completed their training more than five years ago and do not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes COM 1002-Introduction to Communication, HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, MEA 1570/L-Clinical Laboratory Applications & Diagnostic Procedures II, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.

Students who have completed the Combat Medic training program through a United States Army within the past five years as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript within the past five years or, if the training was completed over five years ago, the student must have work experience in the a similar healthcare field within the last five years and be approved by the Department Chair, may be eligible for one of the following:

1. A block transfer of 20 credits when enrolling into the Medical Assisting Diploma program. The block transfer includes HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical Assisting specialization until student is in their last or second to last quarter.
2. A block transfer of 12 credits when enrolling into the Medical Assisting Diploma program if student completed their training more than five years ago and does not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 50% and student is not eligible to double major with the Health Sciences Associate's – Medical Assisting specialization until student is in their last or second to last quarter.
3. A block transfer of 37 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting specialization program. The block transfer includes all Medical Assisting Diploma courses except COM 1002-Intro to Communication, E242-Career Development, HSC 2641-Medical Law and Ethics, and PSY 1012-General Psychology. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.
4. A block transfer of 29 credits if enrolling into the Health Sciences Associate's Degree – Medical Assisting specialization program if student completed their training more than five years ago and do not have work experience in a similar healthcare field within the past five years or approval from the Department Chair. The block transfer includes HSA2264-Administrative Medical Assistant Practices, HSC 1531-Medical Terminology, MEA 1350/L-Fundamentals in Clinical Techniques, MEA 1460/L-Clinical Laboratory Applications & Diagnostic Procedures I, MEA 1570/L-Clinical Laboratory Applications & Diagnostic Procedures II, and PHA 1500-Structure and Function of the Human Body. When applying this block transfer, the maximum transfer limit is 67% and student is not eligible to earn the Medical Assisting Diploma.

Healthcare and Health Sciences Associate's Degrees METC Block Transfer

Students who have completed a Medical Education and Training Campus (METC) program through a branch of the United States Armed Forces as recorded on either a Joint Services Transcript (JST) or an American Council for Education (ACE) Military transcript may be eligible for a block transfer of 28 or 55 credits when enrolling into the Healthcare Associate's Degree – Healthcare Administration Specialization (Health Sciences Associate's Degree – Healthcare Specialization in Illinois). When applying this policy, the maximum transfer limit is 67%.

A block transfer of 55 credits may be awarded when the following two conditions are met:

1. The program of instruction is accredited or certified by a professional practice programmatic accrediting agency that is recognized by the College at the time of enrollment and transfer credit is reviewed. The list of approved agencies is available upon request through the Rasmussen Transfer Assessment team, and
2. The METC program was completed within the past five years or, when the METC program was completed over five years ago, the student demonstrates work experience in a similar healthcare field within the last five years that is approved by the Department Chair. This 55-credit block transfer is comprised of the Healthcare Certificate program (38 credits), HSA 2117 US Healthcare Systems (4 credits), MEA 2203 Pathophysiology (4 credits), one General Education Communication elective (4 credits), and one General Education Humanities elective (4 credits).

A block transfer of 28 credits may be awarded, when the eligible METC program was completed over five years ago, and the student cannot demonstrate work experience that is acceptable to the Department Chair. This 28-credit block transfer is comprised of COM 1002 Introduction to Communication (4 credits), HSC 1531 Medical Terminology (4 credits), PHA 1500 Structure and Function of the Human Body (4 credits), one General Education Communication elective (4 credits), one General Education Humanities elective (4 credits), and 8 credits of elective coursework.

Healthcare/Health Sciences Associate's Degree – Healthcare Specialization (Healthcare Administration Specialization in IL) Block Transfer

Students who have completed a Healthcare-related Certificate or Diploma program that was accredited or certified by a professional practice programmatic accrediting agency

recognized by the United States Department of Education or Council for Higher Education Accreditation at the time the program was completed may be eligible for a block transfer of 20 or 46 credits when enrolling into the Healthcare Associate's Degree – Healthcare Administration Specialization (or, in Illinois, the Health Sciences Associate's Degree – Healthcare Specialization). When applying this policy, the maximum transfer limit is 51%.

A block transfer of 46 credits may be awarded when the following two conditions are met:

1. The program of instruction is accredited or certified by a professional practice programmatic accrediting agency that is recognized by United States Department of Education or Council for Higher Education Accreditation at the time of enrollment and transfer credit is reviewed. The list of approved agencies is available upon request through the Rasmussen Transfer Assessment team, and,
2. The program was completed within the past five years or, when the program was completed over five years ago, the student demonstrates work experience in a similar healthcare field within the last five years, which is approved by the Department Chair.

This 46-credit block transfer is comprised of the Healthcare Certificate program (38 credits), HSA2117 US Healthcare Systems (4 credits) and MEA2203 Pathophysiology (4 credits).

A block transfer of 20 credits may be awarded, when the eligible program was completed over five years ago, and the student cannot demonstrate work experience that is acceptable to the Department Chair. This 20-credit block transfer is comprised of COM1002 Introduction to Communication (4 credits), HSC1531 Medical Terminology (4 credits), PHA1500 Structure and Function of the Human Body (4 credits), and 8 credits of elective coursework.

Healthcare/Health Sciences Associate's Degree – Medical Administrative Assistant Specialization Completer Block Transfer

A block transfer of 32 core credits may be allowed into Medical Administrative Assistant Specialization of the Healthcare/Health Sciences Associate's Degree program if the student graduated from a Medical Administration Certificate or Diploma program within the past five years from an accredited institution, or if the student graduated over five years ago and has work experience in a similar healthcare field within the last five years and is approved by the Department Chair. The block transfer includes all Certificate-level courses except COM 1002 Introduction to Communication and E242 Career Development. Students will

need to complete 44 General Education credits, 15 core credits, and E242 Career Development, unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67% and the student is not eligible to earn the Medical Administrative Assistant Certificate.

Healthcare/Health Science Associate's Degree – Medical Assisting Specialization Completer Block Transfer

A block transfer of 41 core credits may be allowed into the Health Sciences Associate's Degree – Medical Assisting specialization if the student graduated from a Medical Assisting Diploma program earned at a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education (ACE), will be considered for college transfer. If the Diploma was obtained over five years ago, the student must have work experience in the medical assisting or similar healthcare field within the last five years and be approved by the Department Chair. When applying the block transfer policy, the total transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to the credit value of the current diploma program, and the total transfer maximum is 67%.

Healthcare/Health Sciences Associate's Degree – Pharmacy Technician Specialization Completer Block Transfer

A block transfer of 32 core credits may be allowed into the Pharmacy Technician Specialization of the Healthcare/Health Science Associate's Degree program if one of the following criteria is met by the student:

1. Graduated from a Pharmacy Technician certificate or diploma program within the past five years from an accredited institution or, the student graduated over five years ago and has work experience in a similar healthcare field within the last five years and is approved by the Department Chair.
2. Completed a Pharmacy Technician education or training program accredited by either American Society of Health System Pharmacists (ASHP) or Accreditation Council of Pharmacy Education (ACPE) within the past five years.

The block transfer includes all Certificate-level courses except COM 1002 Introduction to Communication and E242 Career Development. Students will need to complete 44 General Education credits, 15 core credits, and E242 Career Development, unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67% and the student is not eligible to earn the Pharmacy Technician Certificate.

Health Information Technician Associate's Degree Completer Block Transfer

A block transfer of 30 credits may be allowed into the Health Information Technician Associate's Degree program if one of the following criteria is met:

1. Graduated from a Rasmussen College Medical Billing and Coding Certificate or Diploma program within the past five years
2. Completed a Medical Billing and Coding education or training program approved by the American Health Information Management Association (AHIMA) Foundation's Professional Certificate Approval Program (PCAP) which was earned within the past five years

Students will need to complete ICD-CM Coding and ICD-PCS Coding courses unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

Bachelor-Completer Programs Block Transfer

The following transfer policies apply:

- Students who have a conferred Associate's degree from an institution accredited by an accreditor recognized by the U.S. Department of Education may receive 90 or 91 lower-level transfer credits according to their program's entrance requirements as stated on the catalog program page. These students will begin their program with junior status.
- Students who have successfully accumulated 60 or more quarter credits at a grade of C or higher, and who have successfully completed college-level English and Math courses from college(s) that are accredited by an agency recognized by the U.S. Department of Education, will receive 60 quarter credits of transfer to Rasmussen College, or the actual credits successfully completed, whichever is higher.
- Students enrolling into a program that requires additional lower-level coursework will have their Block Transfer adjusted to reflect the additional coursework required.

Rasmussen College Articulation Plan (Ras CAP)

Applicants for the Rasmussen College RN to BSN program may be awarded up to a maximum of 113 proficiency credits in transfer. Applicants for this program who have a current unencumbered RN license in the U.S. and have successfully completed an associate's degree in Nursing, and who satisfy all program admission requirements will be awarded an articulation transfer equivalent to 113 credits toward this program.

Applicants who hold an unencumbered RN license in the U.S. without an associate's degree who satisfy all program admission requirements will be awarded an articulation transfer of 78 core credits in transfer to this program. In addition up to 35 additional credits for successfully completed applicable lower-division General Education coursework may be awarded in transfer. These students will need to have previously completed 15 transferable course credits comparable to, Human Anatomy & Physiology I and Human Anatomy & Physiology II to enroll in this program, as Rasmussen does not offer these courses online. The remaining 18 credits of lower-division General Education coursework will need to be completed in the following categories: English Composition, College Algebra, and electives including one Humanities, one Communication and one Social Science.

- Upper-division core classes are not transferable.
- Upper-division General Education coursework is transferable and follows the standard Course-by-course Transfer Policy.
- The total percentage of credits that may be transferred into the program is 75%. Proficiency credits will be awarded based on the demonstration of competencies required to transition from nursing student to a registered nurse. The components of the Ras CAP for Nursing include:
 - The nursing Knowledge, Skills and Attitudes (KSA) needed to continuously improve quality and safety in healthcare from the Quality and Safety Education for Nurses (QSEN) initiative.
 - The clinical proficiencies (CLIN) requiring the application of the fundamental principles and critical thinking to nursing practice.
 - The competencies required in order to pass the examination (NCLEX-RN) and perform as a licensed registered nurse.

Distribution of credits across these components is as follows.

STANDARD	SOURCE	APPROX. DISTRIBUTION	CREDITS
Informatics	QSEN	5%	15
Evidence-Based Care	QSEN	5%	
Teamwork and Collaboration	QSEN	5%	
Quality Improvement	QSEN	5%	
Safe and Effective Practices	QSEN NCLEX CLIN	30%	63
Patient-Centered Physiological Integrity	QSEN NCLEX CLIN	40%	
Health Promotion and Maintenance	NCLEX CLIN	5%	
Psychosocial Integrity	NCLEX CLIN	5%	
Total Nursing Credits		100%	78
General Education Credits		—	35
Total Ras CAP RN to BSN Credits			113

Bachelor of Science in Nursing – Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options Eligibility and Transfer of Credit Policy

This 181-credit degree consists of 102 core Nursing credits and 79 General Education credits. Applicants of the Bachelor of Science in Nursing Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options must submit Official Transcript(s) in order to be accepted into the program. Only General Education courses can be fulfilled with transfer credit. General Education course requirements include three 5-credit lab-based science courses: Human Anatomy and Physiology I, Human Anatomy and Physiology II, and Introduction to Microbiology, which must be completed before core Nursing courses can be taken.

Second Degree Accelerated BSN (A-BSN) Entrance Option

A student is eligible to enroll in the Second Degree Entrance Option when a bachelor's degree has previously been awarded. A block of 64 General Education credits will be awarded upon submission of official transcript. In addition, 15 General Education credits may be awarded based upon previous completion of the three required lab-based science courses:

- When student enrolls with all three lab-based science courses completed, a block of 64 General Education credits will be awarded, and 15 General Education credits for the three required science courses will be separately awarded, leaving 102 core Nursing credits to

complete. Student will be eligible to take core Nursing courses at time of start.

- When student needs to complete one or more of the lab-based science courses, a block of 64 General Education credits will be awarded. Additional transfer credit will be awarded for each specific lab-based science course that has been completed.

Student is required to complete any unfulfilled lab-based science courses in their first and second quarters of enrollment. Upon completion of the lab-based science courses, the student will be eligible to enroll in core Nursing courses.

Standard Accelerated BSN (A-BSN) Entrance Option

A student is eligible to enroll in this entrance option when they have not yet attended college, have taken college courses but do not have a degree, or have an associate's degree only.

Transfer credit is assessed on a course-by-course content basis based upon submission of official transcript(s). Upon completion of all General Education course requirements, the student will be eligible to enroll in core Nursing courses.

Credit by Examination (Challenge Exams or Test Outs)

Students may receive credit for a Rasmussen College course by taking an examination in place of the actual faculty-led course. Some exams may be taken by enrolled students prior to beginning their coursework at Rasmussen College.

- Enrolled students may request credit by examination for courses if an exam has been developed.

- To attempt the Introduction to Microbiology challenge exam, the student must provide a transcript demonstrating completion, with a grade of "C" or higher, of a Microbiology course worth at least four quarter credits. The Microbiology course must have included both didactic and lab components.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial aid eligibility.
- A credit by examination may be attempted only once for each course.
- If a student has already attempted the faculty-led course, as indicated by any posted grade, including W/WD/WP or F/FA/FD and excluding CL grade, no credit by examination attempt will be allowed.
- If a student has already attempted the Credit by Assessment option for a particular course, the Credit by Examination option no longer remains for that course.
- If a student does not pass a Credit by Examination attempt, the option to attempt a Credit by Assessment or take the faculty-led course remains.
- Prepayment of a non-refundable and non-transferable credit by examination fee is required prior to being granted access to any credit by examination. Reference the tuition structure table for current rates.
- Payment of the fee does not guarantee the award of credits; any credits awarded will be based on meeting all of the criteria above.
- Credit by examination will not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- Contact your Advisor for a list of available credit by examination opportunities as well as instructions to enroll and pay the credit by examination fee.
- Credits awarded through credit by examination (TO) may not be transferable to another institution.

Course Waivers

A Rasmussen College approved course waiver requires an external learning experience to meet at least 80% of the course objectives/competencies of the Rasmussen College course being waived. Course waivers are tied to certifications, credentials and exams administered by professional organizations. Course waivers require documented evidence of assessment of student learning (e.g., certification, credential, exam, or license).

School of Business Waivers

Course waivers will be considered for students who have select professional certifications from the HR Certification Institute™ for the distinction of Professional in Human Resources (PHR) or for the distinction of Senior Professional in Human Resource Management (SPHR)

- Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.
- Certifications must be current.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

- Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as Course Waiver (CW):

1. Introduction to Human Resource Management
2. Employment Law
3. Modern Human Resource Management
4. Workforce and Labor Relations Management

- Students presenting evidence of certification by the HR Certification Institute for the distinction of SPHR will be awarded the following credit as Course Waiver (CW):

1. Introduction to Human Resource Management
2. Employment Law
3. Modern Human Resource Management
4. Workforce and Labor Relations Management
5. Strategic Human Resource Management

School of Design Waivers

- Course waivers will be considered for students who have select professional certifications from Autodesk and Adobe.
- Course waivers will be considered for specific courses within the School of Design related to the certification.
- Certifications must have been earned within the last three years or are current through renewal.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

School of Education Waivers

Students enrolled in School of Education programs may receive course waivers if they have earned specific professional credentials. In order to request a School of Education Waiver, the student must present a current and valid certificate or transcript from the credentialing agency. The student's credential will then be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW). The accepted credentials and courses eligible for waiver under this policy are explained below:

1. Students enrolled in an Early Childhood Education Certificate, Diploma or Associate's Degree who hold any of the following credentials may receive waivers from: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application.
 - a. CDA Credential awarded by the Council for Professional Recognition
 - b. Florida Child Care Professionals Credential (FCCPC) awarded by the Florida Department of Children and Families
 - c. Florida Early Childhood Professional Credential (ECPC) awarded by the Florida Department of Education
 - d. Florida Child Care Apprenticeship Credential (CCAC) awarded by the Florida Department of Education
2. Students who hold any of the following Wisconsin credentials may receive waivers as indicated below.
 - a. Wisconsin Infant and Toddler Credential—Students who hold this credential and are enrolled in the Early Childhood Education Certificate or Early Childhood Education Associate's Degree may request waivers from: Foundations of Child Development; Infant and Toddler Development; and Dynamics of the Family.
 - b. Wisconsin Preschool Credential—Students who hold this credential and are enrolled in the Early Childhood Education Certificate or Early Childhood Education Associate's Degree may request waivers from: Foundations of Child Development; Early Childhood Education Curriculum and Instruction; Health, Safety, and Nutrition/CDA Application; and Guiding Children's Behavior.
 - c. Wisconsin Administration Credential—Students who hold this credential and are enrolled in the Early Childhood Education Leadership Bachelor's Degree may request waivers from: Organizational Management in Early

Childhood Education; and Ethics and Leadership In Early Childhood Education.

- d. Wisconsin Leadership Credential—Students who hold this credential and are enrolled in the Early Childhood Education Leadership Bachelor's Degree may request a waiver from: Ethics and Leadership in Early Childhood Education; and Supporting Professional Practices in Early Childhood Education.

School of Health Sciences Waivers

Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from American Health Information Management Association (AHIMA).

- Certifications must be current.

- Course waivers will be considered for specific courses related to the certification.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

Medical Coding Practicum Waiver

- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the campus Student Records office of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Phlebotomy Waiver for Medical Laboratory Technician Students

Students who enroll in the Medical Laboratory Technician Associate's Degree program and have a Phlebotomy Technician (PBT) certification from the American Society of Clinical Pathology (ASCP), Certified Phlebotomy Technician (CPT) from the National Healthcareer Association (NHA) or the Registered Phlebotomy Technician (RPT) certification from American Medical Technologists (AMT) may receive a waiver from MLT 1325 Phlebotomy. The credential must be current at the time the student starts in the Medical Laboratory Technician program. The student's credential will be reviewed, and if the criteria are met, the Phlebotomy course requirement will be waived and the grade will be posted on the student's transcript as a Course Waiver (CW).

School of Justice Studies Waivers

- Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.
- Course waivers will be considered for specific courses within the School of Justice Studies related to the certification.
- No time limit for earning certifications.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

- Course waivers will be considered for students who have attended and successfully completed the following courses offered through the MN BCA Criminal Justice Training and Education Program (BCA-CJTE). Student must present evidence of their attendance by submitting a course certificate of completion.

1. Basic Narcotics
2. BCA Crime Scene Course
3. Crime Prevention Practitioner Course
4. Financial Investigation Techniques Course
5. Forensic Science Partners Course
6. Leadership in Police Organizations Course
7. Southern Police Institute Homicide Course

Course waivers will be considered for students who have attended and successfully completed the following courses offered by the Florida Department of Law Enforcement (FDLE). Student must present evidence of their attendance by submitting a course certificate of completion.

- Domestic Interventions & Investigations 091
- Organized Crime 054
- Narcotics and Dangerous Drugs 016
- Criminal Law 019

Similar courses will be considered upon request. A review of the content against the syllabus of the course for which transfer is requested will be assessed, awarding of a waiver is at the sole discretion of the Dean of the School of Justice Studies. Sufficient time must be allowed for an appropriate review, the student will be required to submit the syllabus of the course, the hours required, and evidence of completion of the course.

School of Nursing Waivers

- Students who enroll in the Professional Nursing Associate's Degree program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may receive a waiver from NUR 1172 Nutritional Principles in Nursing and NUR 2115 Fundamentals of Professional Nursing. The student's license status, as recorded on the state's licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a course waiver (CW).
- Students who enroll in a Rasmussen Practical Nursing or Professional Nursing program, and have completed specific Medic Courses while in the military as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript, may receive a waiver from the following courses:

A. Practical Nursing Diploma Program:

- **Air Force**—Medic Course BMTCP: PRN 1192 Fundamentals of Practical Nursing, PRN 1086 Introduction to Practical Nursing, PRN 1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body
- **Army**—Medic Course Medic Program 68W: PRN 1086 Introduction to Practical Nursing, PRN 1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body
- **Navy and Marines**—Medic Course HM0000: PRN 1192 Fundamentals of Practical Nursing, PRN 1086 Introduction to Practical Nursing, PRN 1356 Basic Pharmacology, and PHA 1500 Structure and Function of the Human Body

B. Professional Nursing Associate's Degree Program:

- **Air Force**—BMTS 101N, NUTS 101 and NURS 201: PHA 1500 Structure and Function of the Human Body, NUR 2058 Dimensions of Nursing Practice, and NUR 2092 Health Assessment
- **Army**—The Combat Medic Program: PHA 1500 Structure and Function of the Human Body, and NUR 2092 Health Assessment
- **Navy**—BMTS 101N, NUTS 101 and NURS201: PHA 1500 Structure and Function of the Human Body, NUR 2058 Dimensions of Nursing Practice, and NUR 2092 Health Assessment

School of Technology Waivers

- Course waivers will be considered for students who have select professional certifications from CISA, Cisco, CompTIA, C++ Institute, (ISC)², ITIL, lean Sigma Six, Microsoft, MCSA, PMI, VMWare.
- Course waivers will be considered for specific courses within the School of Technology related to the certification.
- Certifications must have been earned within the last three years or are current through renewal.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

College Equivalency Credit

Credits earned through college equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade point average. Rasmussen College recognizes the following college equivalencies:

- Advanced Placement (AP) examinations administered by the College Board. A score of 3 or higher is required.
- For graduates of United States high schools who provide transcripts of individual certificate completion in an International Baccalaureate® (IB) Diploma Programme credit may be awarded based on individual subjects; examination scores of 4 and higher are required. Courses will be accepted relative to the program of enrollment.
- College-Level Examination Program (CLEP) examinations administered by the College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.

Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as established through the Council for Adult Experiential Learning (CAEL).

- Other types of college equivalency courses and/or examinations may be evaluated for eligibility by the Central Transfer Department.

Military Experience Equivalency Credit

College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a Joint Services Transcript (JST), Sailor/ Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript. ACE military credits recommendations which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation.

Transfer to Other Colleges

Rasmussen College does not imply or guarantee that credits completed at Rasmussen College will be accepted or transferable to any other college, university, or institution. Graduates or students who would like to transfer credits earned at Rasmussen College to another school should understand that the decision to accept transfer credits is always at the discretion of the receiving institution.

Transcripts

Official transcripts and diplomas will not be released if you have an outstanding financial obligation to Rasmussen College. Current and former students who require an official transcript must order them through National Student Clearinghouse, a secure 24/7 online order system at www.getmytranscript.com. Once a request is submitted through the National Student Clearinghouse website, the transcript requests are processed within five to seven business days. Students may request that their transcripts be sent electronically to the recipient or they may be delivered by first class mail. Mailed transcripts are sent standard first class postage and may take up to 10 days to be delivered by the postal service.

Official transcripts will not be released if you have an outstanding financial obligation to Rasmussen College. If you are ordering an official transcript and you have an outstanding debt to Rasmussen College, your fee will be processed and an unofficial transcript will be sent. Former students should contact the Accounts Receivable team at 866-491-2203 to resolve any outstanding balance. Active students should work with their advisor.

Current and former students who do not owe a financial balance to the College may access and download an unofficial transcript through the student portal at no charge as long as their account remains active.

Rasmussen College reserves the right to withhold official academic transcripts and Diplomas from students under certain circumstances such as having an outstanding financial obligation to the College.

FLEX CHOICE CREDIT BY ASSESSMENT OPTIONS

See specific options listed on program pages, as denoted by the “+” symbol. The “+” symbol following a course title indicates that there is an equivalent Credit by Assessment option specifically for this course. The “+” symbol appearing after a General Education category heading indicates that there is at least one Credit by Assessment option available to fulfill an elective within this category. Lower-Division Flex Choice Credit by Assessment options on this chart may only be selected in place of designated courses listed in the certificate-, diploma-, and associate-level curricula of a Flex Choice Credit by Assessment-eligible program. Upper-Division Flex Choice Credit by Assessment options on this chart may only be selected in place of designated baccalaureate-level courses (generally identifiable by course numbers in the 3000s and 4000s). Courses listed as required within a program must be fulfilled either via the traditional faculty-led course, or its specified Credit by Assessment option.

Course Equivalent	Credit by Assessment Option	Credit by Assessment Description	Test-Out (TO) Credits
LOWER DIVISION – CORE			
Computer Applications and Business Systems Concepts	Computer and Microsoft Productivity	See CGS 1240 Computer Applications and Business Systems Concepts course description	3
Career Development	Virtual Career Center	See E242 Career Development course description	2
Customer Service	Customer Loyalty and Retention	See MNA 1161 Customer Service course description	4
LOWER DIVISION – GENERAL EDUCATION			
Communications	Introduction to Communication	See COM 1002 Introduction to Communication course description	4
English Composition	English Composition	See ENC 1101 English Composition course description	4
Humanities	Humanities	See HUM 2023 Humanities course description	4
Humanities	Art Appreciation	See ART 1204 Art Appreciation course description	4
Math	Algebra	See MAT 1222 Algebra course description	4
Natural Science	Structure and Function of the Human Body	See PHA 1500 Structure and Function of the Human Body course description	4
Social Sciences	General Psychology	See PSY 1012 General Psychology course description	4
Social Sciences	Principles of Economics	See ECO 1000 Principles of Economics for description	4
UPPER DIVISION – GENERAL EDUCATION			
Communications	Visual Communication in the Media	See MMC 3407 Visual Communication in the Media for description	4
Humanities	Art in the World and the Workplace	See ART 3477 Art in the World and the Workplace for description	4
Humanities	Understanding Ourselves Through Physics	See PHY 4060 Understanding Ourselves Through Physics for description	4
Math	The Mathematics of Games	See MAT 3172 The Mathematics of Games for description	4
Social Sciences	Sociology in a Digital World	See SYG 4119 Sociology in a Digital World for description	4
Social Sciences	The Psychology of Social Media	See PSY 3738 The Psychology of Social Media for description	4

The decision to accept transfer credits is always at the discretion of the receiving institution.

COLLEGE POLICIES

Academic Appeals and Grievance Policy

Rasmussen College broadly recognizes the rights of students and others who have dealings with the College to present a complaint through the impartial procedures of a grievance or academic appeal. We recommended that students follow the Academic Appeal Procedure when appealing a final grade or an academic policy; however, in some cases, academic appeals are escalated to or start from a grievance, and in some cases, students pursue both avenues. For any situation involving sexual misconduct or gender-based discrimination, please reference the Title IX and Policy Against Sexual Misconduct section of the catalog.

For purposes of this policy, the following terms are defined: "complainant" is the aggrieved person or entity that has dealings with the College; "grievance" is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; "student" means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

A. Academic Appeal Procedure

The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:

1. For grade appeals, the student must submit a written appeal to their instructor's "@rasmussen.edu" email address. Grade appeals must be submitted within five business days after grades have been posted to the student's record. Students wishing to submit an appeal related to a program-specific academic policy must contact their Dean or Advisor to begin the process as outlined in number 2 below.
 - a. Please note the instructor's "@rasmussen.edu" email address can be found in the course syllabus and is different from "course mail."
 - b. The written appeal must include a detailed explanation as to why an appeal should be considered and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
 - c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.

2. For program-specific academic policy appeals or an appeal of the instructor's determination in number 1 above. Program-specific academic policy appeals must be submitted within ten business days after grades have been posted to the student's record. If the student is unsatisfied with the instructor's decision from number 1 above and desires to pursue the appeal further with the Dean, a formal appeal request may be initiated by contacting their Advisor or Dean.

- a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
- b. The form needs to be completed electronically within seven calendar days.
- c. The Dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.

3. If the student is unsatisfied with the Dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeal Committee. All committee decisions are final. A formal appeal request may be initiated by the student contacting their Advisor or Dean.

- a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
- b. The form needs to be completed electronically within seven calendar days.

B. Grievance Procedure

The following grievance procedure should be followed by the complainant:

1. The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity they feel caused their complaint.
2. If after this reasonable effort, the grievance has not been resolved to the complainant's satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.
3. If a complainant desires to further appeal a decision, a written statement must be submitted to the Senior Vice President of External and College Relations within 15 business days of the Campus Director's decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.

Complainants and students may also contact:

- Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: 888-224-6684
- Illinois Board of Higher Education, 431 East Adams, Second Floor, Springfield, IL 62701; Phone: 217-782-2551
- Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612; Phone: 785-296-3421
- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: 651-642-0533
- North Dakota University System, 1815 Shafer Street, Suite 202, Bismarck, ND 58501-1217; Phone: 701-328-2960
- State of Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719; Phone: 608-266-1996
- The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: 800-621-7440 or 312-263-0456, www.hlcommission.org

Accommodations Policy

The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Accreditation and Licensing

A. Accreditation

Rasmussen College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

- 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604
800-621-7440 or 312-263-0456

The Bachelor of Science in Nursing degree at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791, www.ccneaccreditation.org

The Health Information Management Bachelor's Degree program at Rasmussen College-Online is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

- Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Ave, 21st Floor Chicago, IL 60601
312-233-1134

The Health Information Technician Associate Degree program offered at the Brooklyn Park / Maple Grove, Bloomington, Eagan, Lake Elmo / Woodbury, Mankato, and St. Cloud Campuses in Minnesota; the Aurora / Naperville and Rockford Campuses in Illinois; the Green Bay Campus in Wisconsin – and the Rasmussen College Online program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

- Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 21st Floor Chicago, IL 60601
312-233-1134

The Medical Assisting Diploma program at the Overland Park campus in Kansas; the Aurora/Naperville, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey / West Pasco and Tampa / Brandon campuses in Florida; the Green Bay and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park / Maple Grove, Eagan, Lake Elmo / Woodbury, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES). Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

The Medical Laboratory Technician program at the Green Bay, Lake Elmo / Woodbury, Moorhead, and St. Cloud campuses is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

- National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road, Suite 720 Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886

Graduation from a Physical Therapist Assistant Education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective April 26, 2017, Rasmussen College – Brooklyn Park / Maple Grove has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; 703-706-3245; accreditation@apta.org). If needing to contact the program/institution directly, please call 763-496-6022 or email Matthew.Vraa@rasmussen.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status, nor does it assure eventual accreditation.

Effective November 28, 2017, Rasmussen College – Land O' Lakes / East Pasco has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; 703-706-3245; accreditation@apta.org). If needing to contact the program/institution directly, please call 952-806-3939 or email Mark. Shepherd at rasmussen.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status, nor does it assure eventual accreditation.

Graduation from a Physical Therapist Assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Practical Nursing Diploma at Rasmussen College campuses in Moorhead, MN; and Land O' Lakes / East Pasco, FL, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

Rasmussen College – Ocala is seeking accreditation of a new Physical Therapist Assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on December 1, 2019. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Accreditation Contingency Plan:
Rasmussen College has a contingency plan in place should the PTA program not receive Accreditation from CAPTE. Students who are enrolled in the PTA program will be notified if an adverse decision on accreditation is received by CAPTE, and at that point no new students will be enrolled into the program until accreditation can be achieved. Students enrolled in the PTA program at the time of an adverse decision on accreditation by CAPTE will be offered the option of completing their current coursework. Students will have the option of remaining in the PTA program until a final decision regarding the PTA program accreditation status is received from CAPTE. Students not opting to stay in the program will receive assistance to identify an accredited PTA program for consideration of transfer.

The Practical Nursing Diploma at Rasmussen College campuses in Brooklyn Park / Maple Grove, Eagan, Mankato, and St. Cloud, MN is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000.
www.acenursing.org

The Professional Nursing Associate's Degree at Rasmussen College campuses in Green Bay and Wausau, WI; New Port Richey / West Pasco and Ocala School of Nursing, FL; Kansas City / Overland Park, KS; and Moorhead, MN is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000.
www.acenursing.org

The Professional Nursing Associate's Degree at Rasmussen College campuses in Bloomington, Mankato, Blaine, and St. Cloud, MN; and Fort Myers and Tampa/Brandon, FL is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. www.acenursing.org

The Radiologic Technology Associate's Degree program at the Lake Elmo campus in Minnesota and the Land O' Lakes / East Pasco campus in Florida is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182, 312-704-5300, mail@jrcert.org

The Surgical Technologist Associate's Degree program at the Brooklyn Park / Maple Grove, Moorhead, and St. Cloud campuses in Minnesota; and the Romeoville/Joliet campus in Illinois is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org

Programs or campuses not listed above
are not programmatically accredited.

B. Licensing and State Authorization

Rasmussen College has been approved by Minnesota to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. nc-sara.org



Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

- Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
888-224-6684

Rasmussen College is licensed as a private career school with the Illinois Board of Higher Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701
Phone: 217-782-2551

Illinois Department of Financial and
Professional Regulation
Division of Professional Regulation
100 West Randolph, 9th Floor
Chicago, IL 60601

Rasmussen College is approved by the
Kansas Board of Regents:

- Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
785-430-4240

Rasmussen College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
651-642-0533

Rasmussen College is authorized by the State Board of Higher Education of the North Dakota University System. Authorization is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- North Dakota University System
State Board of Higher Education
10th Floor, State Capitol
600 East Boulevard Ave, Dept. 215
Bismarck, ND 58505-0230
701-328-2960

Rasmussen College is licensed as a private career school with the State of Wisconsin Department of Safety and Professional Services, Educational Approval Program. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

- State of Wisconsin Department of
Safety and Professional Services,
Educational Approval Program
4822 Madison Yards Way,
Madison, WI 53705
(608) 266-1996

Other Registrations:

- Veterans benefits for all National Online students are certified through Bloomington, MN

- Veterans benefits by the State Approving Agencies in Florida, Illinois, Minnesota, North Dakota, and Wisconsin

- Florida Board of Nursing
- Illinois Department of Financial and Professional Regulation (Nursing)
- Kansas Board of Nursing
- Minnesota Board of Nursing
- North Dakota Board of Nursing
- Wisconsin Board of Nursing

ACADEMIC INFORMATION AND COLLEGE POLICIES

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental health, physical health, or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director shall be responsible for the administration of this policy.

Conduct and Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. The College reserves the right to suspend or dismiss any students whose conduct is detrimental to the educational environment. A student dismissed from the College because of misconduct may not reenroll. Conduct/Dismissal guidelines for School of Nursing students or students enrolled in select School of Health Sciences programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees, and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Dress Code

Rasmussen College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress codes and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, failure to meet the required standard may impact a student's ability to participate in an externship or clinical experience, and may ultimately impact the student's grade. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit the U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are

available, and list of imposed disciplinary sanctions for students.

The federal government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life (e.g., relationships, family, job, school, physical, and emotional health). People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol not only face health risks, but also their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being "burnt out," being preoccupied with plans for the next drink or "high", or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased "secret" type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a "slump" at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

A. Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health, and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession, or trafficking of drugs.
2. Take disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

B. Tobacco Use Policy

Smoking and tobacco use is prohibited at all facilities owned, leased, and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and any other areas of the campus grounds. This policy applies to all faculty, staff, students, and visitors.

This policy does not apply to areas of multi-tenant buildings that the proprietor has designated a public area for smoking. Similarly, this policy does not apply to off-site events controlled or sponsored by the College where site management has designated an area for smoking.

For purposes of this policy, "tobacco use" means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco. Smoking is defined as inhaling,

exhaling, burning or carrying in hand any lit tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy. Visitors may be asked to leave the premises.

Family Educational Rights and Privacy Act (FERPA)

Amended October 2001 include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts.
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The Right to Disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

A. Educational Records Definition

A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

B. Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); Rasmussen College issued student email address; course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full time, part time), and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime

Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence, and alcohol/drug abuse.

Library and Learning Resources Policy

Rasmussen College Library team in accordance with the mission of the College, is rooted in a tradition of student support and driven by a desire for academic excellence. They are passionate about empowering the college community and cultivating lifelong learners who are prepared to thrive in a diverse and digital society.

In support of this mission we:

- Extend our resources and services to all students and employees of the College;
- Empower students to access information independently in the changing world of technology;
- Support faculty by providing professional development and instructional partnerships;
- Engage in responsive collection development by collaborating with faculty to select resources; and
- Provide direction and recommendations to help guide our users to the resources and online tools that will work best for their learning.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Exceptions to this policy may be granted by the Dean and/or Associate Dean of Library on a case-by-case basis if need is demonstrated.

A. Borrowing Materials: General

The following persons are permitted to check out materials owned by our library system:

- Rasmussen College students and alumni in good financial standing with the College
- Rasmussen College faculty and staff in good standing with the library
- Consortia patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College retains the right to deny borrowing privileges to any person in violation of this or any other library policy.

ACADEMIC INFORMATION AND COLLEGE POLICIES

B. Loan Periods

Loan periods vary depending on the database and content. E-books from the databases can be checked out and used offline for up to 7 calendar days. Digital materials are loaned for 21 calendar days from the Cloud Library and may be renewed up to two times if there are no outstanding holds on the material. Library materials must be returned to the library on or before the end of the loan period; if they are not returned by the user, then the system will automatically recall the material.

C. Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item's due date.

Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge \$55.00, or the cost of replacing the item plus a \$5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a \$55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Limitations

This catalog was prepared using information current at the time of publishing. However, all information contained herein is subject to change without notice at the discretion of the College. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous

enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and the course technology and resource fee.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one's eligibility to sit for these exams or to secure employment in one's chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/"skills" coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student's file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

State Contact Information for Student Complaints

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorneys General Offices, will accept complaints regardless of whether an institution is required to be licensed in that state. To begin a complaint process, use the following contact information.

ALABAMA

Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130
ache.state.al.us/federal-reg.pdf
Alabama Department of Postsecondary Education
P.O. Box 302130
Montgomery, AL 36130
accs.cc/complaintform.aspx

ALASKA

Alaska Commission on Postsecondary Education
PO Box 110505
Juneau, AK 99811
EED.ACPE-IA@alaska.gov
akadvantage.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection.aspx

ARIZONA

Arizona State Board for Private Postsecondary Education
1400 West Washington Street, Room 260
Phoenix, AZ 85007
azppse.gov/student_info/compliance.asp

ARKANSAS

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_Info@adhe.edu
adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/Delores/APPENDIX%20J%20Student%20Grievance%20complaint%20process%20new.pdf
Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov
sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

CALIFORNIA

Approved Institutions:
California Bureau of Private Postsecondary Education
P.O. Box 980818, West
Sacramento, CA 95798
bppe@dca.ca.gov
bppe.ca.gov/forms_pubs/complaint.pdf
Exempt Institutions:
Attorney General's Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 9044255
Sacramento, CA 94244
ag.ca.gov/contact/complaint_form.php?cmplt=PL

COLORADO

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
higher.ed.colorado.gov/Academics/Complaints/default.html
higher.ed.colorado.gov/DPOS/Students/complaint.html

CONNECTICUT

Connecticut Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford, CT 06105 860-947-1800,
info@ctdhe.org
Non-degree institutions: ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf
Connecticut Department of Consumer Protection
165 Capitol Avenue, Room 110
Hartford, CT 06106
trade.practices@ct.gov
ct.gov/dcp/lib/dcp/Consumer_Statement_CPRF-2.pdf
Consumer Complaint Hotline: 800-842-2649

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor,
820 North French Street
Wilmington, DE 19801
dheo@doe.k12.de.us
Delaware Attorney General
Consumer Protection Wilmington:
820 North French Street 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street, NE, 9th Floor
Washington, DC 20002
osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf

FLORIDA

Florida Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
fldoe.org/cie/complaint.asp

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 Easy Exchange Pl. #220
Tucker, GA 30084
www.gnpec.org
rules.sos.state.ga.us/docs/392/5/06.pdf

HAWAII

Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov
hawaii.gov/dcca/ocp/consumer_complaint

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges
and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS

Board of Higher Education
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701
info@ibhe.org
Institutional Complaint Hotline: 217-557-7359

INDIANA

Indiana Board for Proprietary Education
Attn: Director of Regulatory Compliance
302 West Washington Street, Room E201
Indianapolis, IN 46204
in.gov/che/2744.htm
*Department of Workforce Development,
Office of Career and Technical Schools*
Complaint Adjudicator
DWD/Office of Career and Technical Schools
10 North Senate Avenue, Suite 203
Indianapolis, IN 46204
in.gov/dwd/files/StudenComplaintForm.pdf

IOWA

Iowa Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov
https://www.iowacollegeaid.gov/content/
constituent-request-review

KANSAS

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612
785-430-4240
http://kansasregents.org/academic_affairs/
private_out_of_state/complaint_process

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Dr. #320
Frankfort, KY 40601
sarah.levy@ky.gov

*Kentucky Commission on Proprietary
Education*
911 Leawood Drive
Frankfort, KY 40601
bpe.ky.gov/Applications%20and%20Forms/
Form%20to%20File%20a%20Complaint.pdf

Office of the Attorney General
Capitol Suite 118, 700 Capitol Avenue,
Frankfort, KY 40601
consumer.protection@ag.ky.gov
ag.ky.gov/civil/consumerprotection/
complaints/Lists/consumer_complaint/form.
aspx

LOUISIANA

Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
ConsumerInfo@ag.state.la.us
1-800-351-4889, 225-326-6465
ag.state.la.us/Complaint.
aspx?articleID=16&catID=15
Secondarily, complaints may also be sent to:
Louisiana Board of Regents
Attn: Nancy Beall or Dr. Larry Trembly
P.O. Box 3677
Baton Rouge, LA 70821
regents.louisiana.gov/assets/
docs/ProprietarySchools/
StudentComplaintProcedure.pdf

MAINE

Maine Department of Education
Harry Osgood - Complaints
23 State House Station
Augusta, ME 04333
harry.osgood@maine.gov
*Maine Attorney General,
Consumer Protection Division*
6 State House Station
Augusta, ME 04333
maine.gov/ag/consumer/complaints/
complaint_form.shtml

MARYLAND

Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3388
mhcc.state.md.us/higherEd/acadAff/
MHECStudentComplaintProcess.pdf
*Office of the Attorney General,
Consumer Protection Division*
200 St. Paul Place
Baltimore, MD 21202
Consumer Protection Hotline: 410-528-8662
consumer@oag.state.md.us
oag.state.md.us/Consumer/complaint.htm

MASSACHUSETTS

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
mass.edu/forstudents/complaints/
complaintprocess.asp
*Massachusetts Division of Professional
Licensure, Office of Private Occupational
School Education*
1000 Washington Street
Boston, MA 02118
mass.gov/jocabr/docs/dpl/complaint.pdf

MICHIGAN

*Michigan Department of Licensing and
Regulatory Affairs, Bureau of Commercial
Services, Licensing Division*
Proprietary School Unit Staff
201 North Washington Square
Lansing, MI 48913
michiganps.net/complaint.aspx

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108
ohe.state.mn.us/mPg.cfm?pageID=1078

MISSISSIPPI

*Mississippi Commission on College
Accreditation*
3825 Ridgewood Road
Jackson, MS 39211-6453
mississippi.edu/mcca/downloads/
studentcomplaintform.pdf
*Mississippi Commission of Proprietary Schools
and College Registration*
3825 Ridgewood Road
Jackson, MS 39211-6453
sbccjcc.ms.us/pdfs/pg/PSCComplaintForm.pdf
*Consumer Protection Division, Office of the
Attorney General*
P.O. Box 22947
Jackson, MS 39225-2947
ago.state.ms.us/index.php/contact (email)
ago.state.ms.us/images/uploads/forms/
MSAGO_Complaint_Form.pdf

MISSOURI

Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Phone: (573) 751-2361
http://dhe.mo.gov/

MONTANA

Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov
doj.mt.gov/wp-content/uploads/2011/05/
complaintform3.pdf

NEBRASKA

*Nebraska Coordinating Commission for
Postsecondary Education*
P.O. Box 95005
Lincoln, NE 68509-5005
*Nebraska Attorney General, Consumer
Protection Division*
2115 State Capitol
Lincoln, NE 68509
ago.state.ne.us/consumer/emailforms/
consumer_complaint.htm
Consumer Protection Hotline: 800-727-6432
*Nebraska Department of Education, Private
Postsecondary Career Schools
Investigations Office*
301 Centennial Mall South
P.O. Box 98987
Lincoln, NE 68509-4987
education.ne.gov/PPCS/PDF%20Folders/
PDF%20Documents/PPCS%20Forms/
Complaint-form.pdf

NEVADA

*Nevada Commission on Postsecondary
Education*
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
cpe.state.nv.us/CPE%20Complaint%20Info.
htm

NEW HAMPSHIRE

New Hampshire Department of Education
Stephen Berwick, Coordinator, Dispute
Resolution, and Constituent Complaints
101 Pleasant Street
Concord, NH 03301
603-271-2299
stephen.berwick@doe.nh.gov

NEW JERSEY

Secretary of Higher Education
New Jersey Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us
New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
nj.gov/oag/ca/complaint/ocp.pdf
*New Jersey Department of Labor
and Workforce Development*
1 John Fitch Plaza, P.O. Box 110
Trenton, NJ 08625
schoolapprovalunit@dol.state.nj.us
lwd.dol.state.nj.us/labor/forms_pdfs/
coei/SAU/Conflict%20Resolution%20
Questionnaire.pdf

NEW MEXICO

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505
hed.state.nm.us/Complaint_3.aspx

NEW YORK

Office of College and University Evaluation
New York Office of College and University
Evaluation New York State Education
Department 5 North Mezzanine,
Albany, NY 12234
ocueinfo@mail.nysed.gov
highered.nysed.gov/ocue/spr/COMPLAINT
FORMINFO.html
*New York Bureau of Proprietary
School Supervision* New York State
Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234
acces.nysed.gov/bpps/students/documents/
ComplaintForm.pdf
acces.nysed.gov/bpps/students/disclos.htm

NORTH CAROLINA

*Board of Governors for the University of
North Carolina*
Postsecondary Education Complaints
c/o Assistant Director of Licensure and
Workforce
*University of North Carolina General
Administration*
910 Raleigh Road
Chapel Hill, NC 27514
studentcomplaint@northcarolina.edu
ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-
3e8bd532da5f/Complaint-Form.aspx
See also: northcarolina.edu/aa_planning/
licensure/resources.htm
*Community College System Office of
Proprietary Schools*
North Carolina Community College System
Office of Proprietary Schools
200 West Jones St.
Raleigh, NC 27603
nccommunitycolleges.edu/Proprietary_
Schools/docs/PDFFiles/StdtCompltForm.pdf

NORTH DAKOTA

*North Dakota University System,
State Board of Higher Education*
10th Floor, State Capitol
600 East Boulevard Ave, Dept. 215
Bismarck, ND 58505-0230
701-328-2960
ndus.edu/
North Dakota Consumer Protection Division
Office of Attorney General
Parrell Grossman, Director,
Consumer Protection Division
701-328-5570
Gateway Professional Center,
1050 East Interstate Avenue Suite 200
Bismarck, ND 58503
ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf

OHIO

Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215
*Ohio Attorney General, Consumer
Protection Section*
30 East Broad Street, 14th floor
Columbus, OH 43215
ohioattorneygeneral.gov/consumercomplaint
*Ohio State Board of Career Colleges
and Schools*
30 East Broad Street, Suite 2481
Columbus, OH 43215
scr.ohio.gov/ConsumerInformation/
FilingaComplaint.aspx

ACADEMIC INFORMATION AND COLLEGE POLICIES

OKLAHOMA

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104

*Oklahoma Office of the Attorney General,
Consumer Protection Unit*
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
oag.state.ok.us/oagweb.nsf/ccomp.html
*Oklahoma State Board of Private
Vocational Schools*
3700 Classen Boulevard, Suite 250
Oklahoma City, OK 73118

OREGON

*Oregon Higher Education Coordinating
Commission*
1500 Valley River Drive, Suite 100
Eugene, OR 97401
Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301
doj.state.or.us/finfraud/pdf/concompform.pdf
*Oregon Department of Education,
Private Career Schools Office*
255 Capitol Street NE
Salem, OR 97310
ode.state.or.us/search/page/?id=325

PENNSYLVANIA

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
education.state.pa.us/portal/server.pt/
community/higher_education/8711/complaint_
procedure/1004474
*Office of Attorney General, Bureau of
Consumer Protection*
14th Floor, Strawberry Square
Harrisburg, PA 17120
attorneygeneral.gov/uploadedFiles/
Complaints/BCP_Complaint_Form.pdf

PUERTO RICO

Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910
Puerto Rico Department of Justice
P.O. Box 9020192
San Juan, PR 00902

RHODE ISLAND

*Rhode Island Board of Governors for
Higher Education*
Shepard Building, 80 Washington Street
Providence, RI 02903
*Rhode Island Department of Attorney General,
Consumer Protection Unit*
150 South Main Street
Providence, RI 02903
riag.state.ri.us/documents/consumer/
ConsumerComplaintForm.pdf
ribghe.org/8a1031912.pdf

SOUTH CAROLINA

*South Carolina Commission on
Higher Education*
1122 Lady Street, Suite 300
Columbia, SC 29201
803-737-3918
che.sc.gov/AcademicAffairs/License/
Complaint_procedures_and_form.pdf

SOUTH DAKOTA

South Dakota Secretary of State Jason M. Gant
State Capitol 500 East Capitol Avenue
Pierre, SD 57501
sdsos@state.sd.us
*South Dakota Office of Attorney General,
Division of Consumer Protection*
1302 East Hwy 14 Suite 3
Pierre, SD 57501
atg.sd.gov/Consumers/HandlingComplaints/
ConsumerComplaintForm.aspx

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
tn.gov/thec/Divisions/LRA/
PostsecondaryAuth/Complaint%20Form.rtf

TEXAS

Higher Education Coordinating Board
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
*Office of the Attorney General Consumer
Protection Division*
PO Box 12548
Austin, TX 78711
oag.state.tx.us/consumer/complaintform.pdf
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, TX 78778
twc.state.tx.us/svcs/propschools/ps401a.pdf
Additional complaint information is available
at twc.state.tx.us/svcs/propschools/problem-
school.html

UTAH

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/
complaints/index.html

VERMONT

*Vermont Department of Education,
State Board of Education*
120 State Street
Montpelier, VT 05620
education.vermont.gov/new/pdfdoc/
pgm_postsecondary/EDU-Complaint_
Resolution_Statement_for_Postsecondary_
Education_Matters.pdf
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609
VIRGINIA
State Council of Higher Education for Virginia
101 North 14th Street, James Monroe Building
Richmond, VA 23219
communications@schev.edu
schev.edu/students/studentcomplaint.asp

WASHINGTON

Washington Student Achievement Council
917 Lakeridge Way, P.O. Box 43430
Olympia, WA 98504
dainfo@wsac.wa.gov
wsac.wa.gov/ConsumerProtection
*Washington Workforce Training and
Education Coordinating Board*
128 10th Avenue SW
PO Box 43105
Olympia, WA 98504
workforce@wtb.wa.gov
wtb.wa.gov/PCS_Complaints.asp (instructions)

WEST VIRGINIA

*West Virginia Higher Education
Policy Commission*
1018 Kanawha Blvd East, Suite 700
Charleston, WV 25301
*West Virginia Office of the Attorney General
Consumer Protection Division*
P.O. Box 1789
Charleston, WV 25326
wvago.gov/pdf/general-consumer-complaint-
form.pdf
Community and Technical College System of
West Virginia
1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301

WISCONSIN

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
eabmail@eab.wisconsin.gov
http://eab.state.wi.us/

WYOMING

Wyoming Department of Education
2300 Capitol Avenue, Hathaway Building,
2nd Floor
Cheyenne, WY 82002
Attorney General's Office
123 Capitol Building, 200 West 24th Street
Cheyenne, WY 82002

Ownership

Rasmussen College, Inc. is a public
benefit corporation under the laws of the
state of Delaware.

Rasmussen, Inc. is the parent company of
Rasmussen College, Inc., with campuses
located in the states of Florida, Illinois,
Kansas, Minnesota, North Dakota, and
Wisconsin.

Corporate Officers:

- Thomas M. Slagle, Chief Executive Officer
- Trena Boyum-Breen, President
- Kevin Delano, Chief Financial Officer
- Don DeVito, Chief Enrollment Management Officer

Title IX and Policy Against Sexual Misconduct

A. General Provisions

1. References to "this policy" means Sections A through K of this policy.
2. College policy strongly condemns and expressly prohibits sexual assault, domestic violence, dating violence, sexual harassment, and stalking.
 - a. References to "College policy" mean the rule outlined in this section, A(2).
3. Title IX of the Education Amendments of 1972 (see 34 C.F.R. Part 106) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance, and applies to all gender identities. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
4. Title VII of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000e et seq.) prohibits employers from discriminating against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.

5. This policy applies to the actions of students and employees, including co-workers, managers, or by any other persons doing business with or for the College.
6. Location of the alleged incident that violates this policy:
 - a. This policy applies to harms against students regardless of where the incident occurred.
 - b. This policy applies to harms against employees or third-parties occurring on property owned or leased by the College, or at any activity, program, organization, or event sponsored by the College, or by a fraternity or sorority.
7. Complaints may allege violation of College policy or Title IX, subject to the following:
 - a. Complaints alleging violations of the College policy are handled by the Human Resources Director, Corporate Counsel, Title IX Coordinator, or a combination thereof, and follow the rules and procedures of this policy.
 - b. Complaints alleging violations of Title IX are handled by the Title IX Coordinator and follow the rules and procedures of this policy.
 - c. An employee complaint against another employee will be handled by Human Resources as a violation of College policy, as outlined here and in the Employee Handbook, before the complaint may be pursued under Title IX.
8. Nothing in these policies shall prevent anyone from contacting law enforcement or pursuing formal legal remedies or resolution through state or federal agencies or the courts.
9. Academic or other education-related complaints are rightly pursued under the Academic Appeals and Grievance Policy. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. A grievance, which is an expressed feeling of dissatisfaction regarding an action taken by the College or by members of the College community, follows the Grievance Procedure. When the Academic Appeals and Grievance Policy process does not resolve an academic or other education-related complaint with an underlying Title IX issue or other violation of this policy, such a complaint may be subsequently pursued under this policy.
10. All students and employees shall be informed of this policy by training, the college catalog, or other means.