COLEMAN UNIVERSITY

CATALOG

A nonprofit higher education institution originally founded in 1963

2018
This Catalog, Volume P-1 replaces and supersedes catalog volume O-1
Catalog effective for students entering January 8, 2018-July 31, 2018

Information Subject to Change without Notice

To abide by accreditation standards and regulatory requirements and to ensure that curriculum and operations remain abreast of current trends in education and the information technology field, Coleman University reserves the right to change policies, procedures, and curriculum when it feels that the changes are in the best interest of the students and the University.
UNIVERSITY CATALOG

Students are responsible for becoming familiar with the information presented in this catalog, and for knowing and observing all policies and procedures related to their participation in the University community.

This responsibility includes, but is not limited to, academic requirements and general rules listed in this catalog. Regulations will not be waived, nor will exceptions be granted, based on a student’s lack of knowledge of Coleman University policies or procedures.

Students must satisfy degree and course requirements as outlined in the catalog that is in effect at the time of enrollment at the University, provided they do not interrupt their studies. Once students interrupt their program (i.e., without an approved leave of absence for two or more terms), it will be necessary to satisfy the degree requirements as outlined in the University catalog in effect at the time they reenter as newly enrolling degree candidates.

Students may choose to graduate under the degree requirements from a more recent catalog than their matriculation catalog. Students choosing this option should note that taking such action may result in having to complete more courses than those previously listed in the matriculation catalog. It should also be noted that while students are required to satisfy degree and course requirements as outlined in their matriculation catalog, University policies and procedures may change on a yearly basis. Students are held to the policies and procedures outlined in the current catalog.
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PART 1: UNIVERSITY OVERVIEW

Coleman University is a private non-profit teaching university founded in 1963, and located in San Diego, California. Its technology-focused undergraduate and graduate programs prepare individuals for careers, and leadership, in their chosen fields. As San Diego’s oldest school dedicated to information technology, Coleman University has historically educated a large number of the region’s business-technology professionals.

The University’s motto “Dreams into Reality” is a testament to Coleman University’s dedication to ensuring that students are equipped with the knowledge and skills necessary to build the future and realize their dreams. Specializing in programs that promote the development of technology-focused careers, Coleman strives to provide students a quality educational experience, while offering a supportive, friendly, and encouraging learning environment. Coleman University’s knowledgeable and supportive administrative staff and faculty further enhance students’ learning and make attending Coleman University a wonderful and fulfilling experience. Committed to enhancing the life of its students, Coleman University aspires to maintain academic excellence and professional greatness.

UNIVERSITY VISION AND MISSION

Vision Statement

Coleman University is a leading non-profit teaching institution whose graduates will enjoy successful technology-focused careers and serve as leaders in their community and chosen professions.

Mission Statement

To deliver relevant education that prepares individuals for technology-focused careers, while providing an environment where they may develop to their full potential.

The mission is supported by the following overall objectives:

- Improve the quality of life for every student accepted and every person employed at Coleman University.
- Develop Coleman University as an outstanding teaching institution whose accelerated, career-focused programs satisfy industry needs, and respond to changing market demands.
- Prepare students for both entry-level employment and leadership roles, in information technology and business.
- Promote a collaborative environment where team-based decisions foster change as a means for continuous improvement.
- Maintain innovative leadership in curriculum design and continuously improve pedagogy and instructional practices that support outstanding teaching and learning.
- Attract and retain high-quality faculty and staff who perform their duties in a superior manner, and who are sensitive to the needs of students and graduates.
- Operate a financially stable institution whose resources are sufficient to achieve all strategic objectives and withstand adverse economic conditions.
- Connect Coleman University to its graduates, the San Diego community, and technology and business employers through institutional outreach and development programs.

Institutional Learning Outcomes

Coleman University students will acquire and be able to demonstrate the following learning outcomes upon graduation:

- Express ideas clearly, concisely, and persuasively orally and in writing.
- Assess and solve technology-oriented issues using quantitative techniques and critical thinking skills.
• Locate pertinent technical information and evaluate its quality.
• Demonstrate technical proficiency in a chosen field of endeavor.
• Lead and participate in team-oriented projects.
• Demonstrate knowledge of the responsibilities and ethics of citizenship and one’s role in society.

Degree Level Outcomes

• Associate degree programs are designed to develop the hands-on skills and competencies required for employment.
• Bachelor degree programs are designed to focus on industry subject matter expertise, while continuing the development of communications, problem solving skills, and independent thinking.
• Graduate degree programs are designed to integrate industry subject matter expertise with the knowledge and skills required to manage business in a technological economy.

Program Learning Outcomes are defined by the academic program faculty in collaboration with industry experts and other appropriate community input. Program Learning Outcomes are stated in the Academic Programs section.

Course Learning Outcomes

Course learning outcomes are defined through the Curriculum Development process by faculty and reviewed by the Board’s Academic Affairs Committee.

HISTORY OF THE UNIVERSITY

In 1963, when advanced education in computer technology was found mostly in engineering schools, and few trade schools existed to prepare students for entry-level jobs in electronic data processing, Dr. Coleman Furr, and his wife Lois, envisioned an educational institution that would prepare students for careers in the Information Age. They foresaw unprecedented opportunities in business, government, industry, and education for people who could master, and apply, computer and information technologies. Their vision became reality in November 1963 when the Automation Institute of San Diego, which is now Coleman University, opened in downtown San Diego, California.

Dr. Furr was inspired by Dr. Paul Pair, a pioneer in the field of data processing education. In founding the Automation Institute of Chicago in 1957, Dr. Pair sought to bridge the gap between campuses and corporations, while educating future information technology leaders. Dr. Pair urged Dr. Furr to “give it forward” and set the foundation for Coleman University.

In the early days, the focus was on short-term certificate programs that prepared students for specific jobs. As the use of information technology expanded at an unprecedented rate in the 1970s, Coleman College responded to the need for ever-increasing numbers of individuals prepared for technology-focused careers, and the first degree program was offered—Bachelor of Computer Information Science. This program was shortly followed by other Associate of Science and Bachelor of Science degree programs.

The 1970s also saw the introduction of the “Coleman Inverted Curriculum” that provides students the opportunity to first concentrate on their lower-division technical courses. Students would then pursue General Education, intermediate technology, and advanced technology requirements for their undergraduate degrees, while being able to work in their career fields. With some minor modifications, current undergraduate programs are based on this Inverted Curriculum model.

Coleman College continued to expand and update its curricula during the 1980's, specializing in both information science and computer technology. With the guidance and support of industry leaders in San Diego, Coleman College introduced its first graduate degree in 1982—Master of Science in Information Systems. The objective for this degree was to provide graduates with the technical knowledge, conceptual understanding, and research skills necessary to function effectively as leaders in their technical professions. With this objective in mind, this degree program has been upgraded and revised over the last three decades resulting in today’s Master of Science in Information Systems Management (MSISM).
Anticipating the need to develop individuals for careers in network systems, administration and security, Coleman College offered its first computer networks degree programs in 1996. These programs have evolved, with significant industry advice, into today’s Cybersecurity associate and bachelor degrees. In 2017, University.com ranked the Coleman University Cybersecurity program as #1 in San Diego.

Coleman College began its fifth decade moving to its current campus on Kearny Mesa in 2004. In 2008, two major decisions were announced during the 45th Anniversary Celebration. First was that Coleman College would make the transition to Coleman University. Second was that the University would seek regional accreditation from the Western Association of Schools and Colleges (WASC).

Recognizing the advanced management education needed by business-technology professionals, Coleman University introduced its Master of Business Administration program in 2009. Currently, the MBA program addresses the needs of students who have a technology background, and who wish to transition into general business and management. In 2011, Coleman University introduced a Master of Business Administration with a specialization in Health Care Management (MBA HCM). The MBA HCM provides students with essential tools and insights into the management of today’s information-based health care business.

As Coleman University prepares for its 55th anniversary, it looks back with pride at the education and career preparation provided to students and alumni from every part of the United States and over 50 foreign countries. Long recognized by numerous educational and industry organizations as a leader in information technology education, Coleman University continues to pioneer new teaching techniques with great effectiveness. Faculty continues to research technological developments along with industry advisors so that curricula and technology can be continuously updated.

**ACCREDITATION**

- Coleman University has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission, 985 Atlantic Avenue, #100, Alameda, CA 94501, (510) 748-9001. This status is a preliminary pre-accreditation affiliation with the Commission awarded within the five-year period allowed to achieve Initial Accreditation. Candidacy is an indication that the institution is progressing toward Initial Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

- Coleman University is accredited to offer degrees through the master’s degree by the Accrediting Council of Independent Colleges and Schools (ACICS), 750 First Street N.E., Suite 980, Washington, DC 20002-4241. Phone: (202) 336-6780.

- Coleman University is a private institution approved to operate by the Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
  - Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone toll free (888) 370-7589, fax (916) 263-1897.
  - Prospective students are encouraged to review this catalog and the School Performance Fact Sheet prior to signing an enrollment agreement.
  - A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free at (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov).

- Coleman University is approved by the Veterans Administration for GI Bill benefits and a proud participant in the Yellow Ribbon program.

- Coleman University is authorized by the United States Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant students from other countries into undergraduate and graduate programs.
ACADEMIC FREEDOM

Coleman promotes a culture of openness and academic freedom for its faculty, staff and students. In the early 1980s, the Board of Trustees adopted the 1940 Statement of Academic Freedom promulgated by the American Association of University Professors and the Association of American Colleges, which states:

- Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

- Teachers are entitled to full freedom in the classrooms in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.

- College and University teachers are citizens, members of a learned profession, and members of an educational institution. When they speak or write as citizens, they should be free from institutional censorship of discipline, but their special position in the community imposes special obligations. As scholars and teachers, they should remember that the public may judge their professions and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are speaking for the institution.

The freedom to teach and learn, supported by free inquiry and free expression, is essential to the acquisition of knowledge and the quest for the truth.

ACADEMIC LIFE

In a time of rapidly developing technology and a fluctuating global economy, it is natural for individuals contemplating a career change to question the purpose and value of a college education. Often this evaluation is made solely in terms of subsequent economic benefits. At Coleman University, we believe that not all of life’s rewards are economic, and we have a broader view of what we offer our students. Our purpose is not only to prepare students for meaningful professional careers, but to offer them the opportunity to develop their full potential.

Most of Coleman University’s students are “nontraditional students” who come from diverse backgrounds, and are outside of the usual college age range of 18-22. Our students include active and retired military personnel, professionals seeking new career directions, and international students who are acquiring new knowledge and skills to take back to their home countries. These students attend Coleman University because of its reputation for high academic standards, professionalism, and personal concern for each student.

At Coleman University, students are not simply future wage earners. They are individuals, and our academic programs are specially designed to encourage their creative and analytical thinking while preparing them for what is ahead. Our limited enrollment, and small class sizes, foster the opportunity to develop strong interpersonal relationships among students and encourages such between students, faculty and staff, facilitating learning and professional development. Faculty members are available to meet with students, making it possible for enterprising students to extend themselves to their intellectual limits with ample support and feedback.

Coleman University has worked hard to provide meaningful curriculum that motivate and engage students throughout their academic career. Our inverted curriculum, or “major first” approach to education, allows students to take technical courses for their major early in the program sequence, as part of their specialized degree and it provides them with a foundation of knowledge and skills that will move them ahead. Because it is impossible to immediately master all the skills necessary to be successful in this technological age, Coleman University believes it is important to help students acquire both technical skills and a broad education. Therefore, our programs also provide an awareness of the fundamental assumptions in the broader areas of human knowledge and prepare students for a lifetime of learning.

Learning does not only occur in the classroom or laboratory. At Coleman University, students have the opportunity to apply their knowledge and skills through extracurricular activities that are sponsored and
mentored by professionals in the field. In recent years, Coleman University students have competed in robotics, game development, and cybersecurity competitions with other institutions.

Individuals ideally suited to Coleman University know where they are going and are willing to make an extra effort to achieve their goals. They prefer to feel they are a part of a warm, caring environment that provides individual learning and support in a setting that allows for practical application.

CAMPUS LIFE AND FACILITIES

Students at Coleman University have unique opportunities to get involved and participate in a variety of activities that are designed to encourage social and professional development. From video game tournaments and baseball outings, to job fairs and veteran appreciation events, our students are able to engage in a variety of activities that truly make them a part of the Coleman University environment and foster a campus life experience that they will remember. Coleman University encourages active involvement through its sponsorship of co-curricular programs and its flexibility in planning events that students want to be a part of.

All residential courses are taught at 8888 Balboa Avenue, San Diego, CA 92123-1506, and coursework in the distance education mode of delivery is completed at a location determined by the student. The Coleman University campus provides a comfortable, safe, well-appointed environment for students, faculty and staff, which includes adequate classroom space; well-appointed interior spaces; a variety of special and general purpose classrooms and computer labs; quiet study areas; a well-lit exterior, including all parking lots; electronic security devices, including surveillance video, and key access; professionally landscaped grounds; and a full-time, professional, facilities staff.

ACADEMIC YEAR

Federal regulations require Coleman University to establish an academic year that meets the minimum requirements: 30 weeks, and a minimum number of quarter credit hours. The following lists the duration and credits of each program’s academic year:

- Master’s degree Programs – 30 weeks and 30 quarter credits.
- Bachelor’s Degree Programs – 30 weeks and 36 quarter credits.
- Associate Degree Programs – 30 weeks and 36 quarter credits.

GOVERNANCE AND MANAGEMENT

Coleman University is a nonprofit educational institution chartered under the California Nonprofit Corporation Law. The Articles of Incorporation vest the legal control and governance of Coleman University in the Board of Trustees. The Board establishes the mission and general policies of the University, oversees its finances and appoints its corporate officers.

Board of Trustees

Mike Maier, Board Chair
Nancy Houston, Corporate Secretary
Norbert J. Kubilus, President & Chief Executive Officer (CEO)
Dean Johnston
Donald C. Jones

Corporate Officers

Norbert J. Kubilus – President & CEO
Laura Sales – Comptroller & Acting Chief Financial Officer

Executive Management

Bruce Gilden – Vice President & Chief Operating Officer/Accreditation Liaison Officer
Sara Pirayesh – Vice President for Student Success
CONSUMER INFORMATION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Accrediting Council of Independent Colleges and Schools (ACICS)
750 First Street N.E., Suite 980
Washington DC, 20002-4241
Phone (202) 336-6780

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818,
www.bppe.ca.gov
Phone: (888) 370-7589 (toll-free)
Fax: (916) 263-1897

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

Coleman University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it, under Federal law.

AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Consultants
- American Association of Hispanics in Higher Education (AAHHE)
- American Council on Education (ACE)
- Armed Forces Communications and Electronics Association
- Association of Information Technology Professionals (AITP)
- California Association of Student Financial Aid Administrators
- Council of College and Military Educators
- EDUCAUSE
- Information Systems Audit and Control Association (ISACA)
- National Association for College Admission Counseling
- National Association of Foreign Student Advisors
- National Association of Student Financial Aid Administrators
- National Defense Industrial Association
- National Diversity Council Veteran Operations
- Pacific Association of Collegiate Registrars and Admissions Officers
- Professional International Educators Roundtable
- San Diego Regional Chamber of Commerce
- Service Members Opportunity Colleges
- SHRM (Society for Human Resources Management)
- Western Association of Veterans Education Specialists
- Women in Defense
- WITI (Women in Technology International)
- Wellness Partner with the County of San Diego
PART 2: NON-DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

NON-DISCRIMINATION POLICY

Coleman University, in accordance with applicable federal and state laws and University policies, is committed to providing all students with essential tools for achieving their full potential, regardless of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). The goal of the University is to foster community and to develop students who exhibit social responsibility, equity, and productive citizenship in an increasingly global society. Each member of the Coleman University community has a responsibility to honor this commitment to supporting a diverse and inclusive campus.

Coleman University does not tolerate acts of discrimination, harassment, or intimidation, which compromise the integrity of the University. The University will take action to prevent, correct, and where indicated, discipline unlawful, intimidating, or other inappropriate behavior. Campus policies provide for a prompt and effective response to student complaints. This response may include alternative resolution procedures or formal investigation. Students will be informed about complaint resolution options. The following official has been designated to handle inquiries regarding Coleman University's policies of nondiscrimination:

Coleman University President
8888 Balboa Avenue
San Diego, CA 92123-1506
President@coleman.edu

TITLE IX: SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Coleman University is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of sexual harassment and sexual violence, including, but not limited to sexual assault, domestic violence, dating violence, and stalking. Coleman University does not discriminate on the basis of sex, gender, gender identity, gender expression, or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Coleman University is committed to providing equal opportunities to all students in all campus programs. Title IX of the Education Amendments of 1972 protects all people regardless of their gender, gender identity, or gender expression from sex discrimination, which includes sexual harassment and violence:

Sexual Discrimination

Sexual discrimination is an adverse act taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11135.

Sexual Harassment

Sexual harassment is a form of sex discrimination, is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual,
as limiting the individual’s ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment includes submission to, or rejection of, where the conduct is explicitly or implicitly used as the basis for any decision affecting an individual’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video or photographic exploitation, or a campaign of sexually explicit graffiti or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework. University policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal, or social relationships between members of the university community may begin as consensual, they may evolve into situations that lead to sexual harassment or sexual misconduct, including dating, domestic violence, or stalking.

**Sexual Misconduct**

All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitutes sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old because the minor is considered incapable of giving consent.

**Sexual Assault**

Sexual assault is an umbrella term that encompasses all unwanted sexual behaviors, including rape. Under this umbrella, everything from nonconsensual kissing and fondling to forced oral, anal, or vaginal sex, is an act of sexual assault.

**Consensual Relationships**

Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the university community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking.

A university employee shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

**Response and Resolution**

Reports of sexual violence, sexual harassment, and other prohibited behavior may be filed with the campus Title IX Coordinator or with any supervisors or instructors. All supervisors and instructors have a mandatory duty to report incidents of harassment and discrimination. The Title IX Coordinator and the Deputy Coordinator conduct investigations of reports of sexual violence and sexual harassment. Sexual violence offenses can be addressed through university administrative procedures and through the criminal justice system. Any criminal proceeding is entirely separate from administrative proceedings of the university.

Because complaints of discrimination, harassment, and sexual violence are most effectively addressed at the earliest possible stage, Coleman University encourages early reporting of concerns or complaints regarding harassment. While there is no time limit for reporting, reports should be brought forward as soon as possible;
an incident may be reported even if significant time has elapsed, but prompt reporting will better enable
the University to respond, investigate if necessary, provide an appropriate remedy, and impose discipline if
appropriate. Please note that in some cases, unreasonable delay in reporting harassment or discrimination or
failure to utilize Coleman University’s complaint resolution procedures may affect your legal rights.

**Retaliation**

Threats, other forms of intimidation, and retaliation against a faculty member, student, or staff employee
for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are
prohibited. Complaints of retaliation may be brought through the nondiscrimination or sexual violence and
sexual harassment complaint resolution procedures. Acts of retaliation may result in discipline.

**Title IX Officer**

The Title IX Officer coordinates compliance with the federal law that prohibits sex discrimination in
educational institutions. Persons who wish to bring a complaint alleging a violation of Title IX of the Education
Amendments of 1972 may contact Coleman University’s Title IX Officer:

Ariana Gonzalez
Coleman University
8888 Balboa Avenue
San Diego, CA 92123-1506
agonzalez@coleman.edu
858-499-0202 Ext.12402
PART 3: ACADEMIC PROGRAMS

Coleman University operates on the quarter system. A quarter consists of 10 weeks. For graduate students, the courses are divided into accelerated, five-week modules.

Curriculum Development & Instructional Support

Continuous curriculum research and development is a basic tenet of the University's commitment to excellence. Curriculum development is faculty-driven and focused on three major areas: curriculum content, teaching equipment, and educational methodology. Membership in professional organizations, and attendance at local and national seminars, keeps faculty and administrators aware of educational developments. The curricula are continually, and carefully, scrutinized for relevance to the needs of the graduates. New subjects are surveyed for inclusion in the curriculum and new equipment of all kinds is evaluated to determine its suitability to meet the educational objectives of the students. The University is proud of its reputation as a pioneer in educational methodology. Computer-based instructional systems have long been an integral part of the University's curriculum, and the University continues to search for additional ways to utilize these outstanding teaching systems.

Based on continuing evaluation of industry and educational trends, new subjects, methods and equipment are researched, tested, and integrated into the curriculum. By regularly soliciting input from the information technology, education and business communities, the University is committed to researching the entire educational spectrum to develop and implement tomorrow's education today.

Program Length

Students must complete their educational program within a reasonable period of time. A student's maximum time frame for completion of the educational program varies by the specific degree sought. Financial aid eligibility is limited to the maximum time frame allowed for each degree program the University offers. Students who do not complete the program successfully within the specified time, must reapply for admission. In some cases, graduate program standards may be more stringent than the general University standards. Please check with an Academic Advisor for more specific information on program standards.

**Associate's degree**

Student is enrolled full-time without breaks in enrollment; programs are normally completed in 2-3 years, except for transfer students.

**Bachelor's degree**

Student is enrolled full-time without breaks in enrollment; programs are normally completed in 3-4 years, except for transfer students.

**Master's degree**

Student is enrolled full-time without breaks in enrollment; programs are normally completed in 1-2 years, except for transfer students.

DISTANCE EDUCATION

The University offers certain courses via distance education using the WebClass online learning platform. For information regarding online technological requirements and responsibilities, please see Students' Responsibility Regarding the Use of Technology.

Distance Education Disclosure

The institution will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials.

The institution shall transmit all lessons and materials to the student if the student has fully paid for the
educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

SOFTWARE DEVELOPMENT PROGRAMS

Associate of Science in Software Development Program

Students in the Software Development major learn the fundamentals of software application development, website development, database querying, mobile development, and e-commerce concepts required to begin a career in the Information Technology (IT) industry. Graduates of this program will have designed programming solutions in prominent programming languages on popular platforms, and possess an understanding of contemporary computing principles, with an emphasis in software development.

In addition, the student will further develop important human relations, mathematics, oral and written communication skills, and other general education subjects.

Program Learning Outcomes:

The Associate of Science in Software Development has the following learning outcomes. Upon completion of this program the student will be able to:

1. Design software applications that support user requirements, while considering real-world constraints.
2. Implement software systems using multiple programming languages, following a variety of specification documents.
3. Apply testing and quality assurance on software products, using current tools and procedures.
4. Demonstrate the ability to effectively collaborate on team projects.
5. Create internal, and external, documentation for software products that conform to good technical writing standards.
6. Communicate technical concepts and constraints, within the classroom environment.

Standard Occupational Classification (SOC) Code: 15-1131, 15-1132, 15-1134

Required Courses:

The following courses make up the Associate of Science in Software Development. The courses are not necessarily offered in the sequence in which they are listed.

<table>
<thead>
<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>COM 100 Intro to Computers</td>
<td>4</td>
</tr>
<tr>
<td>COM 101 Intro to Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG 110 College Composition GE</td>
<td>4</td>
</tr>
<tr>
<td>COM 107 Java Programming</td>
<td>8</td>
</tr>
<tr>
<td>ENG 120 Technical Writing GE</td>
<td>4</td>
</tr>
<tr>
<td>COM 152 Object-Oriented Programming I</td>
<td>8</td>
</tr>
<tr>
<td>ENG 200 Communications GE</td>
<td>4</td>
</tr>
<tr>
<td>COM 232 SQL and Database Design</td>
<td>4</td>
</tr>
<tr>
<td>COM 122 Web Interface Development</td>
<td>4</td>
</tr>
<tr>
<td>SEC 200 Introduction to Security</td>
<td>4</td>
</tr>
<tr>
<td>COM 202 Object-Oriented Programming Concepts</td>
<td>4</td>
</tr>
</tbody>
</table>
MAT 162 Algebra I GE
COM 212 Machine Learning Foundation
MAT 165 Algebra II
COM 222 Client-Side Web Programming
COM 239 Software Testing
COM 242 Server-Side Web Programming
COM 262 Mobile Development
COM 290 SYS Design and Implementation

HUM/SOC GE

| Units required for graduation (AS degree) | 96 |
| Residency Requirement                  | 64 |

GE Courses are part of the general education degree requirement.

Full-time students (12 units per module) can complete this degree program in 8 ten-week terms.

The units earned may be applied towards a Bachelor of Science degree, within limitations. (Please see Changes in Degree Requirements, Residency Requirements, and Credit Age Limitation.)

Bachelor of Science in Software Development Program

Graduates of this program have expertise in the most popular computer languages, systems analysis and design, design patterns, database administration, hybrid mobile application development, project management, as well as operations management of a computer installation. The general education component of the degree develops additional communication skills, and an awareness of the individual’s responsibility in society.

Program Learning Outcomes:

In addition to the learning outcomes listed for associate of science degree, upon completion of Bachelor of Science in Software Development program, the student will be able to:

1. Develop a computer software system that supports user requirements while considering real-world constraints.
2. Construct software using current programming practices and procedures in a range of development situations.
3. Perform testing and quality assurance on software products using current tools and procedures.
4. Effectively collaborate with team members using contemporary tools and strategies.
5. Compose internal and external documentation for software products that conforms to good technical writing standards.
6. Effectively communicate technical concepts and constraints to a wide range of stakeholders.
7. Summarize the ethical and legal standards that apply to the software development practices.

Required Courses:
The following courses make up the Bachelor of Science in Software Development. The courses are not necessarily offered in the sequence in which they are listed.

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<td>COM 239 Software Testing</td>
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<td>COM 242 Server-Side Web Programming</td>
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<tr>
<td>COM 262 Mobile Development</td>
<td>8</td>
</tr>
<tr>
<td>COM 290 SYS Design and Implementation</td>
<td>8</td>
</tr>
<tr>
<td>HUM/SOC GE</td>
<td>4</td>
</tr>
<tr>
<td>AREA I English and Communications + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA II Social Science + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA III Humanities + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA IV Mathematics GE</td>
<td>4</td>
</tr>
<tr>
<td>AREA V Science GE</td>
<td>4</td>
</tr>
<tr>
<td>AREA VI Advanced Technology (in residence) AT</td>
<td>32</td>
</tr>
<tr>
<td>AREA VII General Education Electives GE</td>
<td>12</td>
</tr>
<tr>
<td>AREA VIII Electives</td>
<td>8</td>
</tr>
<tr>
<td><strong>Units required for graduation (BS degree)</strong></td>
<td><strong>180</strong></td>
</tr>
<tr>
<td><strong>Residency Requirement</strong></td>
<td><strong>92</strong></td>
</tr>
</tbody>
</table>

GE Courses are part of the general education degree requirement
AT Courses that satisfy the advanced technology requirement are identified in the Course Description section of this catalog.

Full-time students (12 units per module) can complete this degree program in 15 ten-week terms.
Transition to Graduate Studies

Students enrolled in any Bachelor’s degree program at Coleman University, who have a GPA of 2.50 or above, qualify for the opportunity to transition into the Graduate Studies program. If interested, see Transition to Graduate Studies.

GAME DEVELOPMENT PROGRAM

Bachelor of Science in Game Development Program

In the Bachelor of Science Degree in Game Development program, students develop the technical, professional, and personal skills needed for the industry. The curriculum is designed to provide an understanding of management and human relations, mathematics and physical sciences, as well as technical and design classes that translate into practical skills, that can further a student’s career in developing software for the professional gaming industry. Graduates will master the same tools and software used by the game industry, participate in every level of game development, from concept to publishing, and complete portfolios that demonstrate their talents with completed video game modules.

Program Learning Outcomes:

Upon completion of the Bachelor of Science in Game Development, students will be able to:

1. Modify existing software to correct errors, or improve performance.
2. Implement sound and graphics in video game projects.
3. Produce internal and external documentation for all deliverables.
5. Design an interactive video game.
6. Create 2D and 3D assets.
7. Collaborate in the production of prototype video game development projects.
8. Apply development and design standards in the creation of a portfolio.
9. Author 2D and 3D assets for implementation in an industry standard game engine.
10. Research industry standards to maintain professional relevance.
11. Adhere to standards in writing clear and efficient code, in conjunction with the relevant programming languages used in the gaming industry.
12. Collaborate in the production of a completed video game development project.

Standard Occupational Classification (SOC) Code: NO MATCH

Required Courses:

The following courses make up the Bachelor of Science in Game Development. The courses are not necessarily offered in the sequence in which they are listed.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 Intro to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>COM 101 Intro to Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG 110 College Composition</td>
<td>4</td>
</tr>
<tr>
<td>COM 103 Intro to Game Programming</td>
<td>8</td>
</tr>
<tr>
<td>DSN 123 Intro to Game Development</td>
<td>4</td>
</tr>
<tr>
<td>COM 123 Intro to Programming and Logic</td>
<td>8</td>
</tr>
<tr>
<td>MAT 162 Algebra I</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
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<tr>
<td>---------------------------------------------</td>
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</tr>
<tr>
<td>COM 203 Intermediate Programming C++</td>
<td>8</td>
</tr>
<tr>
<td>MAT 165 Algebra II</td>
<td>4</td>
</tr>
<tr>
<td>COM 253 Game Programming C#</td>
<td>8</td>
</tr>
<tr>
<td>HUM/SOC</td>
<td>4</td>
</tr>
<tr>
<td>Lower Division Elective</td>
<td>4</td>
</tr>
<tr>
<td>DSN 140 Digital Images I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 290 Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>DSN 253 Hard Surface Modeling</td>
<td>4</td>
</tr>
<tr>
<td>Lower Division Elective</td>
<td>4</td>
</tr>
<tr>
<td>ENG 200 Communications</td>
<td>4</td>
</tr>
<tr>
<td>DSN 263 Shader Materials</td>
<td>4</td>
</tr>
<tr>
<td>Lower Division Elective</td>
<td>4</td>
</tr>
<tr>
<td>COM 233 Level Design I</td>
<td>4</td>
</tr>
<tr>
<td>COM 293 Game Programming Capstone</td>
<td>8</td>
</tr>
<tr>
<td>HUM 225 Ethics</td>
<td>4</td>
</tr>
<tr>
<td>AREA I English and Communications + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA II Social Science + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA III Mathematics/ Science + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA IV Humanities + GE</td>
<td>8</td>
</tr>
<tr>
<td>AREA V Advanced Technology + AT</td>
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</tr>
<tr>
<td>AREA VI Electives</td>
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</tr>
<tr>
<td><strong>Units required for graduation (BS degree)</strong></td>
<td><strong>180</strong></td>
</tr>
<tr>
<td><strong>Residency Requirement</strong></td>
<td><strong>92</strong></td>
</tr>
</tbody>
</table>

+ Courses must be from upper division, 300 or above  
GE Courses are part of the general education degree requirement  
AT Courses that satisfy the advanced technology requirement are identified in the Course Description section of this catalog.

**Transition to Graduate Studies**

Students enrolled in any Bachelor’s degree program at Coleman University, with a GPA of 2.50 or above, qualify for the opportunity to transition into the Graduate Studies program. If interested, see [Transition to Graduate Studies](#).

**CYBERSECURITY PROGRAMS**

**Associate of Science in Cybersecurity Program**

The Cybersecurity associate’s program is designed to provide students with the basic knowledge and technical skills to begin a career in the IT industry. A graduate of this program will have an understanding of computer hardware, software, programming concepts, and networks, with a primary emphasis in network administration. Graduates are also able to perform the functions of a PC/Network Support Technician, as well as install and configure the hardware and software necessary to support a local area network infrastructure.

Additionally, students will further develop important human relations and communication skills for
advancement in the areas of customer service and management.

The units earned may be applied towards a Bachelor of Science degree within limitations. (Please see catalog sections “Changes in Degree Requirements,” “Residency Requirements,” and “Credit Age Limitation.”)

**Program Learning Outcomes:**

The Associate of Science in Cybersecurity has the following learning outcomes. Upon completion of this program, students will be able to:

1. Research solutions to computer network issues.
2. Work in teams.
3. Troubleshoot emergent network problems.

**Standard Occupational Classification (SOC) Code:** 15-1142, 15-1152

**Required Courses:**

The following courses make up the Associate of Science in Cybersecurity. The courses are not necessarily offered in the sequence in which they are listed.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>COM 101 Introduction to Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG 110 College Composition GE</td>
<td>4</td>
</tr>
<tr>
<td>NET 208 Windows Clients</td>
<td>4</td>
</tr>
<tr>
<td>ENG 120 Technical Writing</td>
<td>4</td>
</tr>
<tr>
<td>SEC 200 Introduction to Network Security</td>
<td>4</td>
</tr>
<tr>
<td>COM 259 Linux Fundamentals</td>
<td>8</td>
</tr>
<tr>
<td>ENG 200 Communications GE</td>
<td>4</td>
</tr>
<tr>
<td>NET 209 Windows Servers</td>
<td>8</td>
</tr>
<tr>
<td>NET 260 Linux Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>MAT 162 Algebra I GE</td>
<td>4</td>
</tr>
<tr>
<td>NET 250 Networking Concepts</td>
<td>4</td>
</tr>
<tr>
<td>SEC 210 Ethics, Policies &amp; Procedures</td>
<td>4</td>
</tr>
<tr>
<td>NET 225 Introduction to CISCO Networking</td>
<td>8</td>
</tr>
<tr>
<td>NET 240 Advanced TCP/IP</td>
<td>4</td>
</tr>
<tr>
<td>NET 235 Virtualization</td>
<td>4</td>
</tr>
<tr>
<td>NET 210 Wireless Technologies</td>
<td>4</td>
</tr>
<tr>
<td>MAT 165 Algebra II GE</td>
<td>4</td>
</tr>
<tr>
<td>NET 232 Routing and Switching Essentials</td>
<td>8</td>
</tr>
<tr>
<td>SOC 110 Introductory Sociology GE</td>
<td>4</td>
</tr>
</tbody>
</table>

| Units required for graduation (AS degree)              | 96    |
| Residency Requirement                                 | 64    |

GE Courses are part of the general education degree requirement.
Full-time students (12 units per module) can complete this Associate in Science degree program in 8 ten-week modules.

**Bachelor of Science in Cybersecurity Program**

The Bachelor of Science in Cybersecurity program is designed to prepare students for careers in computer and cybersecurity, and to deal with the challenges specific to this area. Areas of emphasis include fundamental security measures necessary in modern business, performance of the basic functions of a PC/Network Support Technician, and installation/configuration of hardware and software infrastructure to support a local area network. Graduates of this program have a basic understanding of computer hardware, software, programming concepts, and network administration with a primary emphasis on cybersecurity.

**Program Learning Outcomes:**

The Bachelor of Science in Cybersecurity has the following learning outcomes. Upon completion of this program, students will be able to:

1. Research solutions to computer network issues.
2. Work in teams.
3. Troubleshoot emergent network problems.
5. Provide optimal solutions to secure network design concerns.
6. Manage effective teams.
7. Implement solutions to current and emergent network threats.

**Standard Occupational Classification (SOC) Code:** 15-1122, 15-1142, 15-1143, 15-1152

**Required Courses:**

The following courses make up the Bachelor of Science in Cybersecurity. The courses are not necessarily offered in the sequence in which they are listed.

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NET 235 Virtualization 4
NET 210 Wireless Technologies 4
MAT 165 Algebra II GE 4
NET 232 Routing and Switching Essentials 4
SOC 110 Introductory Sociology GE 8
AREA I English and Communications + GE 8
AREA II Social Science + GE 8
AREA III Humanities + GE 8
AREA IV Mathematics GE 4
Area V Science GE 4
AREA VI Advanced Technology (in residence) AT 32
AREA VII General Education Electives GE 12
AREA VIII Electives 8

Units required for graduation (BS degree) 180
Residency Requirement 92

GE Courses are part of the general education degree
+ Courses must be from upper division, 300 or above
AT Courses that satisfy the advanced technology requirement are identified in the Course Description section of this catalog.

Full-time students (12 units per module) can complete this Bachelor of Science degree program in 15 ten-week modules (this includes the 8 modules of the associate portion of the program).

Transition to Graduate Studies

Students enrolled in any Bachelor’s degree program at Coleman University, who have a GPA of 2.50 or above, qualify for the opportunity to transition into the Graduate Studies program. If interested, see Transition to Graduate Studies.

GENERAL EDUCATION REQUIREMENTS

The General Education program provides the non-technical courses required by the associate’s and bachelor’s degree programs. All courses offered in English and Communications (ENG), Humanities (HUM), Mathematics (MAT), Science (SCI), and Social Sciences (SOC), are classified as general education courses, and are notated in the program coursework listings and course descriptions, with the following symbol: GE.

General education requirements are identified in the sections that describe the various degrees in the coursework listings. Students must meet general education requirements to earn an associate’s and/or bachelor’s degree.

General Education Course Learning Outcomes

Associate’s Level

General Education courses at the associate’s degree level align with the following learning outcomes.

1. Proficiency in Communication
   a. Communicate effectively orally and in writing
   b. Facilitate intercultural communication
   c. Identify biases in information

2. GE Courses are part of the general education degree
   + Courses must be from upper division, 300 or above
   AT Courses that satisfy the advanced technology requirement are identified in the Course Description section of this catalog.

Full-time students (12 units per module) can complete this Bachelor of Science degree program in 15 ten-week modules (this includes the 8 modules of the associate portion of the program).

Transition to Graduate Studies

Students enrolled in any Bachelor’s degree program at Coleman University, who have a GPA of 2.50 or above, qualify for the opportunity to transition into the Graduate Studies program. If interested, see Transition to Graduate Studies.

GENERAL EDUCATION REQUIREMENTS

The General Education program provides the non-technical courses required by the associate’s and bachelor’s degree programs. All courses offered in English and Communications (ENG), Humanities (HUM), Mathematics (MAT), Science (SCI), and Social Sciences (SOC), are classified as general education courses, and are notated in the program coursework listings and course descriptions, with the following symbol: GE.

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General Education Course Learning Outcomes

Associate’s Level

General Education courses at the associate’s degree level align with the following learning outcomes.

1. Proficiency in Communication
   a. Communicate effectively orally and in writing
   b. Facilitate intercultural communication
   c. Identify biases in information
2. Critical Thinking
   a. Identify the logic, validity, and relevance, of information
   b. Organize information from multiple perspectives in order to reach a reasoned conclusion

3. Information Literacy
   a. Identify the specific information needed to solve a problem or answer a question
   b. Locate relevant information to match informational needs
   c. Examine information for currency, relevance, and reliability

4. Quantitative Literacy
   a. Use algebraic methods to solve problems
   b. Interpret mathematical models (formulae, graphs, tables, schematics), and draw inferences from them
   c. Define, or apply mathematical concepts to areas outside of mathematics through modeling real world situations

5. Ethical Decision Making
   a. Make informed decisions regarding conflicting situations and recognize the consequences of choices
   b. Describe real world ethical problems and dilemmas, and identify those people potentially affected by the dilemmas
   c. Discuss the influence of culture on one’s own perceptions or ideologies

Bachelor's Level

General Education courses at the bachelor's degree level align with the following learning outcomes.

1. Communication Proficiency
   a. Formulate a theoretical understanding of communication
   b. Demonstrate an understanding of another culture in multiple formats
   c. Defend connections between a cultural artifact and the society in which it is produced

2. Critical Thinking
   a. Distinguish between biased and unbiased information
   b. Evaluate a text's, or a speaker's, use of rhetoric

3. Information Literacy
   a. Define the specific information needed to solve a problem or answer a question
   b. Locate relevant information to match needs
   c. Examine information for currency, relevance, and reliability

4. Quantitative Literacy
   a. Integrate statistical methods to solve problems
   b. Interpret mathematical models (formulae, graphs, tables, schematics) and draw inferences from them
   c. Define, or apply, mathematical concepts to areas outside of mathematics through modeling real world situations

5. Ethical Decision Making
   a. Make informed decisions regarding conflicting situations, and recognize the consequences of choices
   b. Describe real world ethical problems and or dilemmas, and identify those people potentially affected by the dilemmas
   c. Discuss the influence of culture on perceptions or ideologies

6. Leadership
   a. Work collaboratively toward a common goal
b. Demonstrate effective social interaction skills appropriate to the occasion, task, or audience.

**GRADUATE STUDIES**

Information Technology (IT) was the fastest growing profession at the end of the 20th Century, and in the 21st Century it continues to provide even more opportunities. As the IT field has evolved, it has become highly specialized, requiring management with detailed skills. Working professionals in the IT field who aspire to leadership positions and greater responsibility should consider obtaining a master’s degree from Coleman University.

A triad of objectives is used to measure academic progress in the graduate division. These objectives include technical knowledge in the chosen profession, conceptual understanding of the issues involved, and the practical application of concepts through a practitioner-scholar model of education. Graduate students are expected to assume responsibility, and exercise initiative, in their education. Students are expected to actively participate in the process of learning, developing creativity, honing problem-solving skills, and improving their ability to communicate effectively.

Coleman University offers three distinct graduate emphases. Students wishing to focus on enhancing their technical expertise may select the Master of Science in Information Systems Management. Those focused on the functional aspects of business management may select either the Master of Business Administration or the Master of Business Administration with a specialization in Health Care Management.

Courses run continuously throughout the year. All programs are designed so students may join their chosen graduate program at the start of any term during the year.

**Transition to Graduate Studies**

Coleman University students currently pursuing a bachelor’s degree (with a GPA of 2.50 and above) have the opportunity to transition into the Graduate Studies program. Qualifying students may take two Master’s level courses, at the undergraduate tuition rate, in lieu of two undergraduate electives. The benefits of making this transition to graduates studies include saving tuition and related costs for two graduate courses, working with graduate faculty who have years of professional experience and expertise, entering the job market earlier with an advanced degree, and receiving a graduate tuition grant of up to $2,000 for qualifying students. Interested students should speak to an Academic Advisor for more information.

**Master of Science in Information Systems Management Program**

The Master of Science in information Systems Management (MSISM) offers students the opportunity to explore advanced techniques, current trends, and future directions in information systems management. Graduates of this program are able to assume IT leadership positions in industry, business, government, and education.

**Program Learning Outcomes:**

The Master of Science in Information Systems Management program has the following learning outcomes. Upon completing this program the student will be able to:

1. Develop detailed business plans including budgets.
2. Strategically analyze business information technology needs.
3. Propose an information technology security plan for a global business.
5. Diagnose a firm’s e-commerce capability.

**Standard Occupational Classification (SOC) Code:** 11-3021

**Required Courses:**

The following courses make up the Master of Science in Information Systems Management degree. The courses are not necessarily offered in the sequence in which they are listed.
Course Name | Units
--- | ---
MBA 601 Risk Management and Mitigation Strategies | 5
MBA 610 Global Information Systems | 5
COM 620 Advanced Systems Design and Analysis | 5
MBA 625 Marketing Strategy and E-Commerce | 5
MBA 630 Statistics and Research Methodology | 5
MBA 640 Strategic Planning | 5
COM 640 Distributive Communications and New Technology | 5
COM 656 Management of Information Systems | 5
COM 660 Database Systems | 5
MBA 665 Leadership in the 21st Century | 5
MBA 675 Business Consultancy | 5
MBA 690 CAPSTONE | 5

| Units Required for Graduation | 60 |
| Residency Requirement | 45 |

Graduate students can complete this Master of Science in Information Systems Management degree program in 12 five-week modules.

**Master of Business Administration Program**

The Master of Business Administration (MBA) offers tools and insights into effectively managing 21st century businesses. Students in this program explore quantitative and qualitative management tools, and examine the dynamic environments managers face both inside, and outside, their organizations. Graduates of this program are able to assume leadership positions in a variety of industries.

**Program Learning Outcomes:**

The Master of Business Administration program has the following learning outcomes. Upon completing this program the student will be able to:

1. Solve organizational problems.
2. Create strategic plans.
3. Communicate to a global audience.
4. Make decisions that adhere to legal and ethical standards.
5. Solve business problems using quantitative analysis.


**Required Courses:**

The following courses make up the Master of Business Administration degree. The courses are not necessarily offered in the sequence in which they are listed.

Course Name | Units
--- | ---
MBA 610 Global Information Systems | 5
MBA 625 Marketing Strategy and E-Commerce | 5
Graduate students can complete this Master of Business Administration degree program in 12 five-week modules.

**Master of Business Administration with a specialization in Health Care Management Program**

The Master of Business Administration degree with a specialization in Health Care Management (MBH) offers students the opportunity to explore current trends, and future directions in the modern health care industry. The degree reviews pertinent legislation and modern health information systems, while also focusing on helping students hone skills in modern quantitative management techniques, human resource management, strategic planning and marketing, quality assurance, and financial management, in the context of U.S. health care institutions.

**Program Learning Outcomes:**

The Master of Business Administration with a specialization in Health Care Management program has the following learning outcomes. Upon completing this program students will be able to:

1. Formulate various approaches to strategic management and marketing of health care services through the use of information systems.
2. Develop critical thinking and problem solving skills that are utilized when communicating with human capital.
3. Integrate the process of continuous quality improvement by assessing risk, safety, and the quality of care patients receive.
4. Employ pragmatic application of analytical, mathematical modeling, and quantitative reasoning skills to make rational business decisions in health care organizations.
5. Evaluate policy issues, statues, and standards of health care guidelines through the proper, legal, and compliant, use of electronic records and information maintained in health organizations.


**Required Courses:**

The following courses make up the Master of Business Administration with a specialization in Health Care Management. The courses are not necessarily offered in the sequence in which they are listed.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>MBA 610 Global Information Systems</td>
<td>5</td>
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<tr>
<td>MBA 625 Marketing Strategy and E-Commerce</td>
<td>5</td>
</tr>
<tr>
<td>MBA 630 Statistics and Research Methodology</td>
<td>5</td>
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<tr>
<td>MBA 645 Managerial Economics</td>
<td>5</td>
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<td>MBA 665 Leadership in the 21st Century</td>
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<td>MBA 675 Business Consultancy</td>
<td>5</td>
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<tr>
<td>MBA 680 Financial Practices and Analysis</td>
<td>5</td>
</tr>
<tr>
<td>MBA 690 CAPSTONE</td>
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</tbody>
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<tr>
<th>AREA OF SPECIALIZATION</th>
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<tbody>
<tr>
<td>MHC 675 Survey to the U.S. Health Care System</td>
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<tr>
<td>MHC 680 Financial Practices for Health Care Organizations</td>
</tr>
<tr>
<td>MHC 690 Quality Management in Health Care</td>
</tr>
<tr>
<td>MHC 695 Health Information Systems</td>
</tr>
</tbody>
</table>

| Units Required for Graduation                                  | 60    |
| Residency Requirement                                          | 45    |

Graduate students can complete this Master of Business Administration with a specialization in Health Care Management degree program in 12 five-week modules.
PART 4: ADMISSIONS AND ENROLLMENT

UNDERGRADUATE ADMISSIONS PROCESS

Coleman University offers undergraduate degree programs for technology-focused careers at the associate's and bachelor's levels. Courses are offered in residence at the San Diego campus. Interested parties may complete an application at Coleman University.

All applicants are expected to satisfy certain requirements for admission to Coleman University and to submit acceptable certified documents, which verify that they have satisfactorily completed all admission requirements. Students who meet all requirements will be considered for acceptance to the University.

Admissions Application

The Admissions Department processes applications for admission on a year-round basis. All applicants must complete the Application for Admission and submit it to:

Coleman University
Admissions Department
8888 Balboa Avenue
San Diego, CA 92123-1506
Telephone: 858-499-0202
Fax: 858-499-0233
Email: admissions@coleman.edu

Application Fees

For all programs, there is a $25 application fee for domestic students and a $150 application fee for international students, which is non-refundable.

The state of California requires a variable Student Tuition Recovery Fund Fee based on total institutional charges, which is non-refundable.

High School Diploma or Equivalent

Undergraduate applicants must provide proof of high school graduation (diploma) or equivalent (GED certificate) for admission to Coleman University.

Transfer Students

All applicants who have previously attended other colleges or universities and who wish to receive transfer credit must send official transcripts to Coleman University. Student grade reports will not be accepted in lieu of a transcript when awarding transfer credit. Mailed or hand delivered (sealed) records addressed to Coleman University should bear the official seal or certification and signature from the issuing institution. Electronic transcripts are only acceptable if they are emailed directly from the institution to Coleman University's Registrar at registrar@coleman.edu.

Transcripts issued by schools outside of the United States must be translated into English, if necessary, by a certified translation service, and evaluated by a certified foreign credentials evaluation service, to verify U.S. high school graduation equivalency. The International Education Research Foundation (IERF), which is a certified foreign credentials evaluation service, will evaluate all foreign credentials.

Documents submitted to the University in support of a student's application become the property of the University. The documents cannot be returned or forwarded.

Official, sealed transcripts should be sent to:

Coleman University
Office of the Registrar
8888 Balboa Avenue
Review Process

Applications, and additional documents, are reviewed by the Director of Admissions and checked for completeness. Final decisions regarding admission into Coleman University are at the discretion of the Director of Admissions.

An applicant may be denied, without further recourse, if any fraudulent, altered, or forged documents or information are submitted. Students who meet all requirements will be considered for admission to the University, but are not guaranteed admission. The Admissions Department may rescind an offer of admission to an applicant if it is determined that application information is fraudulent, misleading, or incorrect. There is no appeal process for admissions decisions. All Coleman University admissions decisions are FINAL.

U.S. Veterans or Active Duty Personnel Applicants

Military applicants must satisfy the same admission requirements as all other applicants. Additionally, for awarding of transfer credit, military transcripts are required of all current or former service members attending Coleman University.

Final Documents

All final required documents will be completed with an Admissions Consultant before or at orientation. Students with missing documents will be admitted in a conditional status, the documents must be submitted within thirty days of the start of term.

GRADUATE ADMISSIONS PROCESS

Coleman University admits those who have the highest potential for graduate study and who, with the benefit of graduate education, are most likely to contribute substantially to their professional fields. Candidates admitted to graduate programs are generally professionals already employed in the field of business.

Coleman University offers degree programs at the master’s level. Courses are offered in residence at the San Diego campus, or through distance education, depending on the program. To begin the application process, prospective students may contact Coleman University.

All applicants are expected to satisfy the requirements for admission to Coleman University and to submit acceptable certified documents, which verify all admission requirements have been satisfactorily completed. Students who meet all requirements will be considered for acceptance to the University.

Degree Requirements

Proof of graduation from a bachelor’s degree, or a master’s degree, program at an accredited institution recognized by United States Department of Education, is required for admission into Coleman University’s Graduate Studies programs.

Additional Requirements for Graduate Admissions

- **Letters of Recommendation**
  Two letters of recommendation from professional/educational sources are required. Each letter should be sent bearing the signature and date of the source and emailed to the International Admissions Consultant.

- **Statement of Intent**
  All applicants must submit a statement of intent explaining his/her goals in the selected graduate program of study that will lead to a master’s degree. The statement must be typed, double-spaced, and formatted as an essay, of at least 250 words.

- **Current Resume**
  A current professional resume, which includes the applicant’s educational background, work experience,
and skills related to the intended program of study, should be submitted.

**Admissions Application**

The Admissions Department processes applications for admission on a year-round basis. All applicants must complete the Application for Admission and submit it to:

Coleman University  
Admissions Department  
8888 Balboa Avenue  
San Diego, CA 92123-1506  
Telephone: 858-499-0202  
Fax: 858-499-0233  
Email: admissions@coleman.edu

**Application Fees**

There is a $150 application fee for all programs, which is non-refundable.

There is a $165 international transcript evaluation fee for international applicants, which is non-refundable. This fee is optional for those who choose to send transcripts to an approved evaluation agency, rather than submitting them to Coleman University for evaluation.

There is a variable [Student Tuition Recovery Fund Fee](#) based on total institutional charges, which is non-refundable.

The institution accepts Visa, MasterCard or Discover. Students may, also, wire-transfer money directly to the institution.

- **Wire Transfer Information:**
  - Wells Fargo Bank  
  - 9360 Clairemont Mesa Blvd.  
  - San Diego, CA 92123  
  - Routing #: 121000248  
  - Account #: 449-679-9578  
  - Account Name: Coleman University General Account  
  - International SWIFT BIC: WFBIBM6S

**Transcripts**

Applicants seeking acceptance into a graduate-level program must submit proof of completion of a bachelor’s level degree program from an accredited institution.

Mailed, emailed, or hand delivered (sealed) records addressed to Coleman University should bear the official seal or certification and signature of the issuing institution. Official records including, transcripts, evaluations, diplomas, certificates and translations, must be delivered in a sealed envelope from the administering institutions or service. Completed coursework must demonstrate the equivalent of a minimum C+ average (2.5). No photocopies will be accepted.

Transcripts (record of studies), issued in languages other than English, must be accompanied by a certified English translation together with a copy of the records from which the translation was made. Certified educational credential services such as [www.ece.org](http://www.ece.org) or [www.wes.org](http://www.wes.org) or [www.ierf.org](http://www.ierf.org) may be used to obtain certified translations (these agencies charge a fee and are not affiliated with Coleman University).

Documents submitted to the University in support of student’s application become the property of the University. The documents cannot be returned or forwarded.

Transcripts should be sent to:

Coleman University  
Office of the Registrar  
8888 Balboa Avenue  
San Diego, CA 92123-1506
Grade Point Average (GPA)

The minimum Grade Point Average (GPA) requirement for graduate admission to Coleman University is, for all applicants, a cumulative 2.5 GPA on a 4.0 scale.

Examinations

Coleman University does not require students to take the GMAT or GRE for admission.

Applicants who are U.S. Veterans or Active Duty Personnel

Military applicants must satisfy the same admission requirements as all other applicants. Additionally, for awarding of transfer credit, military transcripts are required of all current, or former, service members attending Coleman University.

International Transfer Applicants

International Applicants who are currently attending school in the United States also need to submit the following materials with their application packet:

- Transfer Evaluation Form*
  - Only for applicants who currently hold an F-1 visa; applicants must obtain a SEVIS release form by attending school before Coleman University can issue the I-20.
- Photocopy of Current I-20 Form, other VISA type*
  - Only for applicants who are currently studying in the United States.

*Must be received prior to Coleman University issuing an Acceptance Letter or I-20.

Review Process

The Director of Admissions reviews applications, and additional documents, for completeness. Final decisions made by Director of Admissions. The International Admissions Consultant reviews international student applications. Final decisions are made by the Vice President of Student Success.

An applicant may be denied, without further recourse, if any fraudulent, altered, or forged documents or information are submitted. Students who meet all requirements will be considered for admission to the University but are not guaranteed admission. The Admissions Department may rescind an offer of admission to an applicant if it is determined that application information is fraudulent, misleading or incorrect. There is no appeal process for admissions decisions. All Coleman University admissions decisions are FINAL.

RETURNING STUDENTS

Continuous enrollment is defined as being officially registered and pursuing an academic program. Students who are not in continuous enrollment must apply for readmission through the Admissions Department unless they have been approved for a leave of absence.

Applicants applying for readmission must submit a new application, pay all applicable fees (see Expenses and Financial Aid for program fee schedule), and if seeking transfer credit, submit transcripts from schools attended since last enrolled at Coleman University. Military students returning from active duty are guaranteed readmission, subject to specific conditions.

Students who are readmitted will be treated as new students, and their transcripts will be evaluated based on current curriculum and admissions requirements.

Returning Coleman University Graduates

Students who complete a degree at Coleman University and wish to apply for another degree program are required to submit another application, but are not required to pay another application fee. Students are required to pay the state-imposed Student Tuition Recovery Fund fee, if applicable. The student must meet with an Admissions Consultant to discuss terms of a new Enrollment Agreement, and complete applicable procedure for
entry into the new degree program.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

Financial Guarantee Request for International Applicants

International applicants to Coleman University's programs are required to provide evidence of financial support for their studies. International applicants must submit an Affidavit of Support. This financial guarantee document must be signed by the sponsor, if applicable, and certified by a bank official. A bank statement is also required from all parties who are sponsoring the student. This should be submitted with the application packet.

Affidavit of Support: An individual sponsor, who is not a U.S. citizen, U.S. Permanent Resident, or non-immigrant who is not present in the U.S., must sign a Notarized Bank Letter/Affidavit of Support and attach supporting financial documents or; an individual sponsor, who is a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S., must submit a completed I-134 Affidavit of Support Form with supporting financial documents.

Official/Original Bank Letter: Provide a letter or certificate from the applicant’s bank showing the minimum amount required by International Admissions. The bank letter must be in English. Please note that Financial Aid is not available for International Students.

U.S. immigration law prohibits waiver of the financial guarantee. The financial guarantee certifies that sufficient funds are available for a student (and dependents) for study at the University for at least one academic year; and, barring unforeseen circumstances, adequate funding will be available from the same, or equally dependable, sources for subsequent years for the full course of study. Without this certified information, the I-20 form cannot be issued. The financial guarantee must be current within three months from the date of issue. Applicants must also submit copies of their valid passports.

English Language Proficiency

Coleman University does not offer English as a Second Language instruction. All instruction occurs in English. All applicants, regardless of citizenship, whose native language is not English, must demonstrate competence in English.

Applicant meets English proficiency requirements for enrollment in degree programs by one of the following:

• English is the official language of the applicant’s home country.
• The Applicant has graduated from a U.S. university with a degree from an accredited institution of higher education.
• The Applicant is transferring with a Freshman Composition grade of B or higher from an accredited U.S. college or university.
• Applicant has earned a minimum TOEFL score of: 500 paper, or 80 Internet-based or IELTS (Academic) score: 6.

Academic performance at Coleman University may reveal the necessity for further English language study by a student. The University reserves the right to make the final determination of a student’s English proficiency level in all classes.

Students who need additional proficiency in English before studying at Coleman University may request a referral to an ESL (English as a Second Language) program in the San Diego area.

ORIENTATION

Orientation is mandatory for all new students, as they become members of the Coleman University community. Orientation familiarizes students with policies, procedures, programs and services. Orientation also offers new students the opportunity to interact with and get to know faculty, administrators and new and returning students. The date of new student orientation will be shared with students via email.
Identification Badges
At orientation, new students are issued identification badges and a security badge. For security reasons, these badges must be displayed at all times when a student is on the University grounds.

A replacement fee of $10 will be charged to reissue a lost security badge.

TRANSFER CREDIT
A limited number of undergraduate transfer credits may be accepted from accredited institutions, if the grade earned is a “C” or higher. Academic work acceptable for transfer credits must be relevant to the degree program to be pursued at Coleman University, and approved by the Dean of Education, or designee.

A limited number of graduate transfer credits may be accepted from accredited institutions if the grade earned is ‘B’ or higher. Graduate academic work acceptable for transfer credits must be relevant to the degree program to be pursued at Coleman University, and approved by the dean or designee.

Official transcripts are required for completion of a transfer credit evaluation. Course descriptions and syllabi may also be required for evaluation, as determined by the Registrar.

Note: Once a student has matriculated at Coleman University, any further transfer credits must have approval of the Registrar.

Basis for Institutional Transfer Credit
Transfer credits (if earned within the United States) may be accepted from other accredited institutions of higher education recognized by the United States Department of Education.

Transfer Credit into an Associate’s or Bachelor’s Program
College credits for courses in which an applicant has received a grade of “C” or better at accredited institutions may be transferable provided that (1) the courses are equivalent in content and length to the courses offered at Coleman University, and (2) the courses fit into the student’s curriculum at Coleman University. Coleman University does not grant academic credit for life experience, nor does it accept transfer credit for life experience granted by another institution. Coleman University may accept credit earned through challenge examinations.

An applicant who has had previous college course work must request that an official transcript be sent to Coleman University by the institution(s) previously attended. All college transcripts received by the University will be evaluated for transferability of course credits. Students who wish to transfer units into a program must provide the University with official transcripts from previously attended institutions as soon as possible. Tuition costs will not be reduced unless these transcripts are received, verified, and evaluated for transferable coursework by the University. Additionally, students who wish to receive transfer credits for courses taken outside of Coleman University must provide course descriptions from prior institutions. Failure to follow these procedures in submitting required documents for transfer credit may result in the student being enrolled in, and paying for, courses he/she wished to be evaluated for transfer credit.

Completed military service school education may be evaluated based on the recommendations of the American Council on Education (ACE) when the Joint Services Transcript (JST) official credentials are properly submitted to the registrar. Credit may be granted for courses that are equivalent to those offered by the University. Recommendations by ACE are not binding upon the University. Notice to all veterans: students who are Title 38 beneficiaries must submit copies of all college and military training records for evaluation. Once the transfer credit evaluation is complete, the student will be sent a copy of that evaluation.

The grades and grade point average earned at another institution are not transferable. Only the grades earned at Coleman University are computed in the GPA. The units transferred from previous institutions are included in the computation of the maximum time allowable to complete degree requirements.

Regardless of how many credits are accepted, a transfer student must earn the required residency units at Coleman University to be eligible for a degree. Counseling is available through The Center for Academic
Advising to each student concerning his/her academic record, the acceptance of credit by transfer, and measures for meeting the course requirements for a degree.

Transfer Credit into a Master’s Program

Graduate coursework taken from an accredited institution can be considered for transfer credit. The number of transfer credit(s) to be considered and the materials required to support petitions for transfer credit of previous graduate coursework will be specified for each program.

In order for a course to be accepted in transfer, the student must provide evidence that the course is substantially comparable in content and length to the equivalent course at Coleman University. The minimum grade acceptable is 3.0 on a 4.0 scale. Course work completed at another graduate program at Coleman University will receive direct transfer credit, so long as the course description from the completed class matches a course description in the graduate program to which the prospective student is applying. Coleman University will accept up to fifteen units of graduate course work completed at another college or university, provided that the coursework is substantially equivalent in content and length to that offered at Coleman University, dependent upon verification by the Registrar. Course work completed more than ten years before matriculation may not be acceptable for transfer. All transfer credit is subject to review by the Dean of the College of Graduate Studies, the Dean of Education, and the Registrar.

Grades Required for Transfer Credit

Graduate transfer credit can be accepted from other accredited institutions only if the grade received is B or better. Completed coursework must demonstrate the equivalent of a minimum B average (3.0).

Applicants to Coleman University, who wish to transfer credit, must submit official transcripts of credit from all previously attended institutions for transfer credit evaluation. Photocopies will not be accepted. All grades earned at other accredited institutions will be used to compute the grade point average for admission purposes. The computed transfer credit grade point average from the other institution(s) does not appear on the Coleman University permanent record. Course descriptions may also be required for evaluation of transfer credit.

Notice Concerning Transferability of Credits and Credentials Earned at Coleman University

The transferability of credits a student earns at Coleman University is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree a student earns in any of the student’s programs is also at the complete discretion of the institution to which the student may seek to transfer. If the credits or degree that a student earns at this institution are not accepted at the institution to which a student seeks to transfer, he/she may be required to repeat some or all of his/her coursework at that institution. For this reason, a student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Coleman University to determine if his/her credits or degree will transfer.

Coleman University has not entered into any transfer, or articulation, agreements with any other college or university.

Credit Age Limitation

When a degree is issued, the University proclaims to society that the student possesses the knowledge and skills that are required by the chosen discipline. Therefore, there are limitations imposed on the age of credits in the major.

Courses in the major that were completed ten or more years earlier may be accepted at the discretion of the University, but all courses currently required for the major must be completed and the residency requirement met.

There is no limitation on the age of credits earned in social sciences, humanities, English, science and mathematics.
College Level Examination Program (CLEP)

The University cooperates with the College Level Examination Program of the College Board. Students may be awarded up to eight units of credit for each of the Examinations for a score of 50 or above. A score of 52 on the 2003 scale (or 520 on any exams administered on scales from 1986 through 2002) is required in the English Composition (essay version) examination. A maximum of 36 units may be granted for extra-institutional learning.

Duplicate credit in the same subject is not awarded in any case. Students should contact his/her Academic Advisor before registering for any of the CLEP or DSST examinations. Students can register for CLEP and DSST exams by contacting Coleman University’s Test Center.

Waiving Classes/Challenge by Examination

Students who believe they have a background in a particular field equivalent to that covered in a required Coleman University course may challenge that course, provided the course is acknowledged by the school as being eligible for challenge. The student pays the challenge exam fee, sits for the examination, and, if successful, is given credit for the course. Students on academic probation cannot challenge a course by examination, unless such challenge is specifically allowed in their probation agreement.

Students should consult the program Chair to learn which courses are available for waiver or challenge, and for the limits on waivers and challenges; usually there is a specified list of courses that may be challenged or waived.

Guidelines

A student who wishes to challenge a course must submit a request to the Dean of Education. Students should present the reasons as to why they believe they have the ability to pass the course.

The following guidelines must be adhered to:

- Regardless of how many credits may be earned through challenge, a student must earn the required residence units at Coleman University, to be eligible for a degree.
- Students who are approved to challenge a course will do so under pass/no pass conditions.
- Students must achieve a score of at least 70% on the midterm and final for that course and may also need to complete any assigned projects.

Transfer Credit Evaluations or Course Requirements Appeals

A student who wishes to appeal a decision regarding transfer credit or who wishes to apply for a waiver of any degree requirement should submit a written appeal to the Director of the Center for Academic Advising. A committee comprised of the Director of the Center for Academic Advising, the Dean of Education, and the Registrar, will consider the appeal or application.

Transfer Credit Time Limits

Technology courses taken more than ten years prior to the start of term for which the applicant is applying are not eligible for transfer.

Transfer Credit Maximums

Associate’s degree programs: A maximum of 32 units of credit earned may be accepted for transfer from other accredited institutions of higher education. The remaining 64 units must be completed at Coleman University to comply with residency requirements.

Bachelor’s degree programs: A maximum of 88 units of credit earned may be accepted for transfer from accredited institutions of higher education. The remaining 92 units must be completed at Coleman University to comply with residency requirements.
Transfer Credit for International Applicants

International students from government recognized institutions must submit official, translated transcripts and results from a foreign educational credential evaluation service agency. The evaluations must contain degree equivalency, U.S. semester/quarter credit and grade equivalent for each course, and U.S. grade point average. A syllabus or course description (translated into English if necessary), which covers each course being considered for transfer credit should be submitted with the transcript to the Registrar. Transcripts and syllabi documentation are evaluated for the minimum “C” grade equivalency requirement (see below), and subject matter content, to determine the number of transfer credits allowed.

During the transfer credit evaluation process, academic work from other colleges and universities is compared to Coleman University courses within the applicable degree program. Transfer credits are awarded on the basis of equitable content.

Transfer Credit for Military Courses

Military students must satisfy the same admission requirements as all other applicants. Additionally, for awarding of transfer credit, military transcripts are required of all current or former service members attending Coleman University.

Non-Collegiate Level Courses

Vocational or technical courses, remedial high school courses, and other courses below collegiate level are not accepted at Coleman University as transfer credits, even if the courses were completed at an accredited institution of higher education.

Advanced Placement Tests (AP)

Any applicant who has taken the College Entrance Examination Board Advanced Placement Tests in a secondary school or High School and who has earned a minimum score of a 3 may be credited coursework.

College Level Examination Program (CLEP)

Satisfactory scores on the General and Subject Examinations of the College Level Examination Program (CLEP) may entitle a student to receive units of academic credit. An Academic Advisor can provide detailed information on the tests available, fee schedules, and testing dates. Exams can be scheduled at the Coleman University Test Center. Scores should be sent to Coleman University for evaluation.

DANTES Subject Standardized Test (DSST)

Satisfactory scores on the General and Subject Examinations of the DSST may entitle a student to receive units of academic credit. The Test Center can provide detailed information on the tests available, fee schedules, and testing dates. Exams can be scheduled at the Coleman University Test Center. Scores should be sent to Coleman University for evaluation.
PART 5: STUDENT RESOURCES AND SERVICES

Coleman University provides a range of services that support student success. Students can meet with various offices to get quality assistance and support. In addition, Coleman University provides opportunities for students to get involved in a variety of co-curricular events and organizations implemented to supplement the academic programs and to enrich the educational and social experience.

ACCESSIBILITY SERVICES

Academic Accommodation/Adjustment Policy

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines, with respect to providing reasonable accommodations to offer equal educational opportunities to qualified disabled individuals.

All students may request accommodation, regardless of type of disability, by completing the “Student Academic Accommodation/Adjustment” form. The ADA form is available from the ADA Coordinator, who can be found in the Center for Academic Advising.

Once the form has been submitted, stating that a student requests accommodation/adjustment, the ADA Coordinator will determine how to accommodate the student's needs. The ADA Coordinator will then meet with the student to review all accommodations.

The Coleman University ADA policy states that academic accommodations are not approved until a student has provided adequate documentation of a disability. The ADA Coordinator determines whether the documentation is adequate, and what academic accommodations are needed. It is the policy of Coleman University to provide academic accommodations promptly upon receiving confirmation from the ADA Coordinator that the student is eligible to them.

The ADA Coordinator will provide an accommodations memo to notify the student's instructors of any accommodations each term. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator as soon as possible. This allows the University to address concerns in a timely manner. If the student thinks accommodation is not being made, the student may follow the Student Grievance Procedures.

CAREER SERVICES

Coleman University’s Career Services Advisors work with students to help them develop their career paths along with their short, and long, range goals for job placement. They also work closely with employers to assist them in recruiting qualified, job-ready Coleman University graduates.

The Career Services Department provides a variety of career development opportunities for students and graduates. These include, but are not limited to, on-campus job leads for possible interviews, assistance with resume writing, instruction in effective job-search techniques, and interview preparation.

Individual career counseling sessions are also available to students and graduates. These sessions include a wide range of job searches that cover the career path and goals for each individual. Students or alumni interested in this service should contact Career Services at careerservices@coleman.edu to set up an appointment.

Career Services Advisors participate in all levels of employer, student, and graduate placement, to support a positive experience for all participants during the job search process. Further relevant material regarding the employment market and job opportunities is gathered from diverse sources and distributed through convenient campus posting locations, and by email.
TEST CENTER

Coleman University has an authorized Testing Center offering a variety of tests in a quiet, accommodating, and accessible environment to all individuals in need of academic or professional testing. The Testing Center offers Pearson VUE, CLEP, and DSST (formerly DANTES) testing services by appointment or on a walk-in basis.

The Test Center offers a variety of tests for:

- California Basic Educational Skills Test (CBEST)
- California Subject Examinations for Teachers (CSET)
- Cisco Systems Certifications
- Comptia Certifications: It Fundamentals, A+, Network+, Security+, CSA+, CASP
- McAfee
- Microsoft Certifications
- Pharmacy Technician Certification Examination (PTCE)
- Reading Instruction Competence Assessment (R.I.C.A)
- VMware Certification Program

For a complete list of Pearson VUE tests, please visit Pearson vue website at https://home.pearsonvue.com/test-taker/All-Tests.aspx.

Please contact the Test Center for pricing and scheduling by email at certs@coleman.edu or call (858) 966-3970.

HONOR & PROFESSIONAL SOCIETIES

Alpha Beta Kappa National Honor Society “The Mark of Distinction”

Coleman University established a chapter of the Alpha Beta Kappa Honor Society in 2010. Alpha Beta Kappa recognizes outstanding student achievement in career and technical education.

Alpha Beta Kappa is the premier national honor society for America’s private postsecondary schools, institutes, colleges, universities, and distance learning institutions – serving many institutions for the past 34 years. Alpha Beta Kappa places Chapters in institutions that have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades, and occupations essential to modern society.

It is the mark of distinction for an institution to be awarded a Chapter of Alpha Beta Kappa. The fact that an individual is elected to membership in this honor society sets him/her apart as an exemplar of personal integrity and excellence.

Coleman Alumni Professional Society (CAPS)

The Coleman Alumni Professional Society (CAPS) is Coleman University’s alumni association. CAPS provides Coleman University alumni with opportunities to enhance their professional careers by facilitating networking among alumni, professional development, industry and community engagement, access to professional and continuing education resources, and establish Coleman University pride within the alumni community.

Membership in CAPS is open, and free to all Coleman University alumni. CAPS members stay abreast of the latest trends and developments in information technology, attend presentations and events featuring the foremost experts in the field, and enhance their career through mentorship and professional and leadership development opportunities.

Membership Benefits

- Free test prep for certifications such as CISSP
- Extracurricular activities in unmanned systems and robotics
• Free access to e-Hired to receive daily job leads based on degree
• Free access to e-Portfolio tools
• Special invitations to events, social and professional, on and off campus
• Tuition-free auditing of classes on a space-available basis
• Opportunities for continuing professional development
• Opportunity to be involved in CAPS governance and program development
• Opportunities to be on their speakers bureau
• Opportunities to be a mentor and/or be mentored
• Letters of confirmation for savings on auto, home and renters insurance
• Access to alumni group in LinkedIn
• Coleman University quarterly newsletter

For further information about CAPS, please contact:
Coleman Alumni Professional Society (CAPS)
8888 Balboa Avenue
San Diego, CA 92123-1506
Email: caps@coleman.edu
Web: www.coleman.edu/alumni
Phone: (858) 499-0202
Fax: (858) 499-0233

FINANCIAL AID

Under the direction of the Director of Financial Aid, Financial Aid Administrators assess students’ resources to determine the best method of meeting their financial obligations. Financial Aid Officers are knowledgeable of all funding sources available and are prepared to tailor plans to meet individual students’ needs.

For more information regarding Financial Aid, please see Expenses and Financial Aid. Students may also contact Financial Aid at faoffice@coleman.edu.

INFORMATION TECHNOLOGY

Coleman University provides comprehensive technology services to students, faculty and staff. Most classrooms have computers for hands-on learning and audio video equipment for presentations and demonstrations. Campus-wide WiFi and Ethernet communication provide access to shared devices and to the Internet.

Office 365

Coleman University, in a partnership with Microsoft, provides currently enrolled students access to full versions of Microsoft Office and Office Mobile for FREE! This software is valid only for actively enrolled students of Coleman University. Due to licensing restrictions, Office 365 accounts will be terminated 60 days after the student’s last day of association with the University.

Email

Coleman University provides each student a “@student.coleman.edu” email address. The University will use this as the student’s primary email address as the official method for communicating important information to students from instructors, the Center for Academic Advising, Financial Aid, and other departments. Students must either check this email account frequently, or ensure that Coleman University messages are forwarded to another account that is checked on a regular basis. Student, faculty and staff email accounts are based on Zimbra Web open source application.
Webclass

Students have 24-hour access to Webclass, Coleman University’s Learning Management System (LMS) based on Moodle. Webclass is an educational tool that allows students to view and submit coursework to instructors. Students may also use Webclass to access digital library resources; use an academic calendar to keep track of due dates, research peer-reviewed journals, and find writing resources for assignments.

Printing

All students have PaperCut print management accounts, which provide approximately 200 pages of printing per term over the course of their degree programs. PaperCut printers are available throughout the campus. Students who exhaust the allocated printing resources are required to purchase additional credits at Reception if they wish to continue printing on campus.

LIBRARY

Professional librarian services are also available to the Coleman University community. Professional librarian services provide research services via email, telephone and in person. In addition, students can request materials from other libraries through interlibrary loan services. The library also subscribes to a number of full text databases to provide students and faculty with the content and support for research and scholarly activities. These and other online reference materials and resources are made available to students and faculty, both on and off campus via the Coleman University computer network and the Internet.

Some classes include trips to the library or in-class visits for an orientation with the librarian.

ACADEMIC ADVISING

The Center for Academic Advising is a critical component in a collaborative network of campus resources. Our highly skilled and experienced advisers provide academic advising in General Education and Graduation requirements as well as clarify University academic policy and procedure. We implement the Student Success goals by advising our diverse undergraduate population. We educate and empower students to become self-advocates for their educational and professional goals.

Review of Students’ Performance

The Center for Academic Advising has a procedure for regularly reviewing the overall performance of students, including whether the minimal grade point average has been met. The department may also perform an annual evaluation of all students. Academic Advisors are responsible for monitoring academic performance and for working with students whose performance needs review. Review may lead to recommended remediation programs, probation, or dismissal from the program. For more information on the procedures used by the University, contact an Academic Advisor.

STUDENT HOUSING

Coleman University does not provide housing or dormitory facilities. The University does not assume responsibility for student housing, nor does it offer student housing assistance. Living accommodations can be found in reasonable proximity to the university.
PART 6: EXPENSES AND FINANCIAL AID

TUITION AND FEES

The Board of Trustees sets tuition on the basis of overall costs. Primary among its considerations are the academic and professional excellence of all programs.

Tuition is charged per unit for ALL registered courses, and tuition must be paid in advance of the class start date unless receiving veteran’s benefits or financial aid. Students who maintain continuous attendance are not subject to tuition increases.

No student may register for a subsequent term or be issued a diploma or transcript, until all outstanding tuition, and/or fees are paid.

2017-2018 Tuition Schedules

Associate’s Degree

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25</td>
<td>$150</td>
</tr>
<tr>
<td>International Services Processing Fee</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund</td>
<td>$0**</td>
<td>NA</td>
</tr>
<tr>
<td>Books (Cost per term)</td>
<td>$200</td>
<td>NA</td>
</tr>
<tr>
<td>Tuition</td>
<td>$345/unit</td>
<td>$345/unit</td>
</tr>
</tbody>
</table>

**State of California is currently not assessing the STRF fee.

Bachelor’s Degree

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25</td>
<td>$150</td>
</tr>
<tr>
<td>International Services Processing Fee</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund</td>
<td>$0**</td>
<td>NA</td>
</tr>
<tr>
<td>Books (Cost per term)</td>
<td>$200</td>
<td>NA</td>
</tr>
<tr>
<td>Tuition</td>
<td>$345/unit</td>
<td>$345/unit</td>
</tr>
</tbody>
</table>

**State of California is currently not assessing the STRF fee.

Master’s Degree

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>&amp; International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td></td>
<td>$150</td>
</tr>
<tr>
<td>Student Tuition Recovery Fund</td>
<td>$0**</td>
<td>$0**</td>
</tr>
<tr>
<td>Tuition</td>
<td>$450/unit</td>
<td>$450/unit</td>
</tr>
<tr>
<td>Foreign Degree Evaluation</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

**State of California is currently not assessing the STRF fee.
**Other Fees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma replacement</td>
<td>$25</td>
</tr>
<tr>
<td>Replacement key card</td>
<td>$10</td>
</tr>
<tr>
<td>Returned check fee</td>
<td>$35</td>
</tr>
<tr>
<td>Transcripts</td>
<td>$15</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$50 (UNDG)</td>
</tr>
<tr>
<td></td>
<td>$50 (GRAD)</td>
</tr>
</tbody>
</table>

**Cost of Attendance**

**Total Charges per Term**

Charges are based on full-time enrollment: 12 units for undergraduate programs, and 5 units for graduate programs

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,140.00</td>
<td>Undergraduate Programs</td>
</tr>
<tr>
<td>$2,250.00</td>
<td>Graduate Programs</td>
</tr>
</tbody>
</table>

Note: The estimated totals above do not include one-time fees for application, international processing, technology, or STRF.

**Estimated Schedule of Total Charges for Entire Program by Degree Program**

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,120.00</td>
<td>Associate of Science in Cybersecurity</td>
</tr>
<tr>
<td>$33,120.00</td>
<td>Associate of Science in Software Development</td>
</tr>
<tr>
<td>$62,100.00</td>
<td>Bachelor of Science in Game Development</td>
</tr>
<tr>
<td>$62,100.00</td>
<td>Bachelor of Science in Cybersecurity</td>
</tr>
<tr>
<td>$62,100.00</td>
<td>Bachelor of Science in Software Security</td>
</tr>
<tr>
<td>$27,000.00</td>
<td>Master of Business Administration</td>
</tr>
<tr>
<td>$27,000.00</td>
<td>Master of Science in Information Systems Management</td>
</tr>
<tr>
<td>$27,000.00</td>
<td>Master of Business Administration, Specialization in Health Care Management</td>
</tr>
</tbody>
</table>

Note: The estimated totals above do not include the State Tuition Recovery Fee

**Tuition Payment Policy**

Coleman University offers only the following payment options:

- Payment in full by the tuition deadline
- Official University tuition payment plan set up through the Business Office
- Financial Aid, or other officially approved third party funding

Students receiving Financial Aid who have an unmet balance after Financial Aid has been applied, must use one of the official payment options (payment plan or pay in full) to cover this unmet balance. Coleman University does not allow students to carry a balance from one term to the next. Tuition that is not expected to be covered by Financial Aid, or other outside resources, must be paid in full to the University by the tuition deadline.

Enrollment constitutes a financial contract between the student and the University. Students’ rights to university services and benefits are contingent upon making all payments as agreed upon. If payments are
not made when due, the university has the right to cancel a student’s registration, withhold grades, transcripts, diplomas, scholastic certificates and degrees, and impound final exams. Failure to maintain good financial standing with the University will result in denied participation in any tuition payment plan. In addition, balances due the university are reported to the credit agencies, which may impact students’ credit rating.

Prior to registering for a new term, students must pay any outstanding balances from preceding terms.

**Financial Statements**

Statements are mailed monthly and are also available upon request to the Business Office.

**Payment Due Date**

In order to complete the enrollment process, students must pay all tuition and fee charges by the payment due date for the term, or have a valid tuition payment plan on file. Failure to do so will result in the cancellation of the student’s registration. Each term’s payment due date is published in the Academic Calendar.

Tuition and fees for terms are due and payable on the Friday before the first day of the term.

**Payment Methods**

The University accepts the following forms of payments

- Cash (USD)
- Credit Card
- Check or Money Order
- Bank Wire

An account paid by check that is returned by the bank uncollected is not considered paid. If the bank returns a student’s check for tuition, for any reason, the student will be billed a $35 Returned Check Fee, and the student’s registration may be canceled. The university reserves the right to refuse payment by personal check from individuals who have previously had items returned unpaid by their bank and may require that all future payments be made by credit card, cashier’s check, money order, or cash.

Payments made through a bank wire must be initiated early enough to arrive by the tuition deadline. Coleman University recommends initiating bank wire transfers at least 10 business days prior to the tuition deadline.

**Tuition Deferments**

Tuition deferments may occur under the following circumstances:

- **Tuition Payment Plan**
  If a student has a balance and he/she is not receiving Financial Aid or his/her balance is not covered by Financial Aid, AND the student does not have a past due balance from a prior term, he/she may be eligible for a payment plan. A payment plan may be arranged by meeting with the Business Office.

- **Third-Party Tuition Assistance, including Title IV and Veteran Funds**
  Some students are entitled to tuition assistance through their employer, a government agency, or other third party. If the student is expecting another party to pay any part of the tuition and fees, all required paperwork must be received by the Business Office at least one week prior to the tuition deadline. If for any reason payment is not received from the third-party, the student is responsible for all outstanding charges. To qualify for third-party tuition assistance, the funding must be paid directly to Coleman University, and not to the student.

- **Scholarship Deferment**
  If a student is receiving a scholarship from an outside source and funds are not available by the tuition schedule due date, the student may defer payment pending receipt of the scholarship. To qualify, the student must apply for the deferment prior to the payment deadline and have documentation of the award. If the deferment is not obtained prior to the deadline, the student risks cancellation of registration. Upon receipt of the scholarship the student’s tuition must be paid in full.
Refund Policy

Student’s Right to Cancel
You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first scheduled class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in the student’s program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 8888 Balboa Avenue, San Diego, CA 92123-1506. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is canceled the school will refund the student any money he/she paid, less an application fee not to exceed $250.00, and any other non-refundable fees, within 45 days after the notice of cancellation is received.

Withdrawal from the Program
You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed $250.00, and any other non-refundable fees. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The institution terminates the student’s enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has been reported as non-participating on the Week One or Week Six Census for undergraduate students or on the Week One or Week Four Census for graduate students.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the date the student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal per Census policy. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 calendar days. For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or re-insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received Federal student financial aid funds, the student is entitled to a refund of moneys not paid from Federal student financial aid program funds.

Refund Distribution
Once the refund liability for a student has been determined, the federal portion of the refund shall be distributed to the federal program in the following manner:
All refund monies shall first be applied to reduce the student's Federal Unsubsidized Stafford, Federal Subsidized Stafford, or Federal PLUS loans.

Any remaining refund monies will then be applied as a reduction to any other federal program awards if applicable, and if not, to any non-federal sources.

The University also follows the return of funds regulations, which went into effect October 7, 2000.

**Suspension for Failure to Pay**

Students who fail to pay their tuition, or commit to a payment option by the posted deadline may be suspended from the University. In order to be reinstated, students will be required to provide the Business Office with payment in full, proof of guaranteed financial aid funds, or complete a valid tuition payment plan. A Business Office Hold will be placed on a student account at any point if satisfactory payment arrangements have not been made or maintained.

Any course that is added after the registration period must be paid in full before it can be added to the schedule and requires clearance from the Business Office.

**Collections Fees**

In the event that a student’s account is sent to collections for an unpaid balance, the student may be responsible for costs of the collections process and/or attorney fees.

**Tuition Payment Plan**

A Tuition Payment Plan must be completed by the student and be approved by the Business Office in order to be valid.

- The payment schedule must reflect the most expeditious rate of payment possible, but never longer than the end of the student’s program.
  - Late payments will nullify the agreement and all outstanding tuition immediately becomes payable in full. If financial problems arise, students should contact the Business Office immediately.
  - Defaulted payment plans from prior terms may cause a student to become ineligible for future Tuition Payment Plans.
- Past due balances and tuition due from prior terms may also disqualify students from future payment plans.
- Students who apply for a payment plan must show proof of funding for making payments, prior to agreeing to a payment plan.
- Failure to complete the tuition payment plan agreement can result in suspension.

**International Students & Tuition Payment Plan**

International students who are allowed to pay tuition in installments, per tuition payment plan agreements, are subject to mandatory administrative dismissal if the balance owed becomes greater than one payment, as agreed in the tuition payment plan agreement. If that student is on Curriculum Practical Training employment, the school must notify the employer to terminate employment. Additionally, the university must report such activity to SEVP, which may affect the student’s SEVIS record.

**Student Tuition Recovery Fund (STRF)**

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 non-collection 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

The Financial Aid Office is committed to providing assistance to qualified students who would otherwise be unable to pursue their educational and professional goals. Most, but not all, financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Some types of scholarship aid do not depend on student financial need. “Need” can be defined most simply as the difference between the total cost of attendance and those resources that the student, and his or her family, are expected to apply toward that cost of attendance.

The Financial Aid Office coordinates federal, state, institutional, and private financial assistance programs. The Financial Aid Office is responsible for ascertaining that all policies and procedures comply with institutional, state, and federal regulations. There are many restrictions on eligibility for most financial aid programs offered.
at Coleman University. Students are expected to be aware of their rights, responsibilities, and the restrictions, of the aid programs in which they participate. Several publications that describe students’ rights and responsibilities with regard to aid programs are available in the Financial Aid Office.

Financial aid funds awarded while attending Coleman University are intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the minimum amount of resources they will need to contribute to the total cost of the student’s education. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Students who intend to request financial assistance are expected to arrange an appointment with a financial aid officer as soon as registration has been completed. Financial aid officers are available on a walk-in or appointment basis to provide individual counseling to students who apply for financial aid.

### Eligibility for Title IV Aid Programs

Coleman University students must meet the following criteria to be eligible for federal or state financial assistance:

- Be a U.S. citizen or eligible non-citizen
- Be enrolled in a program that leads to a degree
- Not be in default on any loan under the Title IV programs
- Not owe a refund on any grant under the Title IV programs
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance
- Make satisfactory progress toward an educational objective (See “Standards of Satisfactory Progress.”)
- Meet Selective Service requirements
- Have a high school diploma or recognized equivalent

### Dependency Status

Students who apply for financial aid must determine whether they qualify as independent (self-supporting) students or as dependent students. Determination of a student’s dependent status is made in the student status section on the Free Application for Federal Student Aid (FAFSA).

If ANY of the following circumstances apply, he/she is considered an independent student, who will not have to provide parental information. The student will be asked to provide parental information if NONE of the following circumstances apply:

- You are 24 years or older
- You are married
- You will be working on a master’s degree
- You are serving on active duty in the U.S. Armed Forces
- You are a veteran of the U.S. Armed Forces
- You have children, and you provide more than half of their support
- After you turned age 13, both of your parents were deceased
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support
- You were in foster care since turning age 13
- You were a dependent or ward of the court since turning age 13
- You are currently, or were, in legal guardianship
- You are currently, or were, an emancipated minor
- You are homeless, or at risk of being homeless.
Students who claim to be independent may be asked to provide documentation to verify their dependent status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed, should contact a financial aid officer prior to completing the FAFSA.

**Participating Programs**

**Federal Programs**
- Coleman University participates in the following financial programs:
  - Federal Direct Loan Subsidized and Unsubsidized
  - Federal Direct Loan Grad Plus for Graduate Students
  - Federal Parent Loan for Undergraduate Students (FPLUS)
  - Federal Pell Grant
  - Federal Supplementary Educational Opportunity Grant (FSEOG)
  - Federal Work Study Program

**State Programs**
- Cal-Grant

**Application Process for Federal and State Programs**

*This section applies to U.S. citizens and permanent residents only.*

Most United States citizens and permanent resident graduate students may qualify for U.S. federal financial aid programs, or for aid from the state of California. In order to qualify, students must complete the Free Application for Federal Student Aid (FAFSA), which provides an in-depth analysis of the financial condition of the student and his/her family. This analysis (annually) determines how much the student/family is expected to contribute toward the cost of education. This figure is called the “expected family contribution,” or EFC. Parents’ income and asset information is included in the EFC calculation for dependent students. To determine if a student is independent from his/her parents for financial aid, the student will need to complete the FAFSA application.

Students who received financial aid for the previous year should receive a renewal email from the Federal Department of Education or the Coleman University’s Financial Aid Department. Students are encouraged to file the renewal FAFSA applications electronically at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

If a student does not receive a Renewal email from the Federal Department of Education or if he/she did not apply for Financial Aid for the previous year, but wishes to apply for the coming award year, he/she should do the following:

- Complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Regardless of how an applicant completes the renewal FAFSA, the March 2 priority filing deadline applies only to state grants for undergraduate students. Applicants should make sure the Institution Code for Coleman University (009273) is indicated on their FAFSA or Renewal Form.

- It is the student’s and/or applicant’s responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at Coleman University. Students selected for verification have 30 days from the date of notification to turn in all necessary documents.

For prospective students, notification of financial aid is given in the form of an estimate letter during the admissions process. Accepted students also receive information and forms concerning application for other available loan programs.

**Determining Financial Need**

Financial aid eligibility for need-based aid is determined using the following formula:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}
\]
Financial need is the difference between what a family is expected to contribute toward the cost of the education and the actual cost of the education. For example, if the cost of education is $20,000 per year including both tuition and living expenses in the local area, and the family is expected to contribute $5,000, then the student’s need is $15,000.

The aid students receive from all sources of aid (including non-need based aid) may not exceed their cost of attendance.

Many students may choose only to seek aid for the cost of tuition and fees, since their housing, food, and other basic household costs are supported with family income.

**Cost of Attendance and Standard Student Expense**

Cost of attendance includes the following items:

- Tuition
- Fees
- Books and Supplies
- Room and Board
- Transportation
- Other Educational Costs

Students can meet with a financial aid officer to discuss itemized totals for expenses.

**Satisfactory Academic Progress (SAP) Policy for Students Receiving U.S. Federal Financial Aid**

The academic requirements that students who receive U.S. federal assistance must meet to maintain their eligibility have changed due to new guidelines adopted by the Federal Department of Education, effective July 1, 2011. Students must now meet new standards of Satisfactory Academic Progress (SAP).

For Coleman University’s SAP policy see Satisfactory Academic Progress Policy. The federal guidelines require that Coleman University’s Financial Aid Office conduct reviews of student progress at the end of each term to determine if students are making satisfactory progress towards earning their degree, and therefore remain eligible for federal financial aid.

Students need to make satisfactory academic progress in order to continue receiving federal student aid. In order to comply with Satisfactory Academic Progress Policy, an undergraduate student is expected to maintain a GPA of 2.0 and above, and 3.0 and above for graduate students. In addition to the GPA requirement, all students must achieve the minimum Incremental Completion Rate (ICR) to maintain a satisfactory academic standing. ICR ensures students take enough classes (credits, hours, etc.) to graduate within the time frame specified on the enrollment agreement.

To see the university’s SAP, a student can inquire at the Center for Academic Advising. For more information, see Satisfactory Academic Progress (SAP) Policy.

**Course Load & Financial Aid Programs**

**Full-time**

Graduate students: 5 units of required coursework toward degree completion

Undergraduate students: 12 units of required coursework toward degree completion

**Half-time**

Graduate students: Does not apply

Undergraduate students: 8 units of required coursework toward degree completion
Federal and State Programs

To be eligible for the Federal Direct Loan Programs, a student must be enrolled at least half-time in units related to the identified program of study.

Students enrolled less than half time are not eligible for the Federal Direct Loan programs.

Student Loan Fund Release Policy (Disbursement)

Annual Financial Aid awards will be divided by the number of terms for which the student is enrolled and disbursed by term, as long as the student meets the eligibility requirements for the aid.

When all financial aid paperwork is completed, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However, Department of Education rules allow fourteen days from the first day of the term to return excess payments to students. Any questions regarding delay in financial aid refund, after aid has disbursed to the student’s statement, should be directed to the Business Office.

Loan Repayment

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund to the lender.

Financial Aid Refunds/Return of Title IV Funds

If a recipient of Title IV student financial aid withdraws from Coleman University, or does not complete the term for which he/she has paid, he/she may be entitled to a partial refund of tuition, based on the Return of Title IV Funds Policy. Under this policy, the University will determine how much Title IV student financial aid a student has earned based on the period he/she was in attendance. Any unearned Title IV student financial aid will be returned to the Title IV programs. This pro rata schedule is calculated up through the 60% point in time of the enrollment period at Coleman University for which the student was charged, (measured from the first day of classes, through the end of formal instruction).

Funds returned to any Title IV student financial aid program may not exceed those disbursed to the student (or credited to his/her account) from that program. All Title IV refunds will be made within 45 days of the date the student officially withdraws, the date the school determines that the student has unofficially withdrawn, or within 45 days of the date the student fails to return from an approved leave of absence, or notifies the school that he/she will not be returning, whichever is earlier. For financial aid purposes a student is only allowed a leave of absence for a maximum of 180 days within a 12-month period. If a student requires more than 180 days, the student will be considered “withdrawn” for financial aid purposes a return of Title IV funds will be completed.

Any recipient of Title IV federal student financial aid, who withdraws or does not complete the term, must complete a clearance process, including a financial aid exit interview for students who have received educational loan assistance. The clearance and exit interview will explain students’ rights and responsibilities as they pertain to tuition refunds, financial aid refunds and return of Title IV funds and educational loans. (See Return of Title IV Funds examples below.)

Any refund calculated must be returned first to the Title IV programs. Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loan Program
2. Subsidized Federal Direct Loan Program
3. Federal PLUS/GRADPLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Any other Title IV program
7. Other federal, state, private, or institutional student financial aid programs.
Repayments

A repayment is cash disbursed directly to the student for non-institutional costs that must be repaid to the Title IV programs. A student will owe a repayment if he or she received a cash disbursement in excess of what was reasonably incurred before the student ceased attendance. Federal Family Education Loan Program and Federal Work Study funds are excluded from repayment calculations.

Repayments are allocated in the following order:

1. Federal Pell Grant Program
2. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
3. Any other non-loan Title IV program
4. Other state, private, or institutional student financial assistance programs.

Descriptions of Aid Offered by Coleman University

Federal Pell Grant Program

Federal Pell Grants are awards available to eligible undergraduate students who have not obtained a bachelor’s degree. The Federal Pell Grant was designed as a “foundation” for student financial aid packages. In order to qualify for a Federal Pell Grant the student must demonstrate financial need based on a “needs analysis” developed by the federal government. Federal Pell Grant Funds are not funds that need to be repaid. Federal Pell Grants typically range from $400 to $4,000 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These federal funds are awarded to undergraduate students with exceptional financial need who are pursuing their first undergraduate degree. Priority is given to Federal Pell Grant recipients with zero Expected Family Contribution (EFC) and on a first come first served basis.

Federal Work Study Program (FWS)

FWS is an employment program largely funded by the federal government and supplemented by employer contributions. The goals of the program are to help students meet their educational expenses, encourage participation in community service activities, and instill a sense of social responsibility and commitment to the community. FWS strives to complement and reinforce the student employees’ educational programs and career goals.

Under the Federal Work-Study (FWS) program, students are employed in part-time jobs on campus, or in nonprofit agencies, to help meet a portion of their cost of attendance. FWS earnings are considered taxable income and must be reported as such. Students may earn up to the maximum amount specified in their financial aid package. FWS students work 10-20 hours per week during the academic year.

The actual amount earned depends on the student’s employability, class schedule, and the number of hours worked.

Each year, at least 7% of an eligible institution’s FWS allocation must be used for Community Service. Coleman University encourages students to investigate opportunities for on campus community service employment.

In general, community services include:

1. Healthcare, childcare, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development and community improvement.
2. Support for students (other than for an institution’s own students) with disabilities
3. Activities in which a FWS student serves as a mentor for such purposes:
   a. Tutoring
   b. Supporting educational and recreational activities
   c. Counseling, including career counseling
**Federal William D. Ford Direct Loan**

The following information pertains to the Federal William D. Ford Direct Loan. Starting July 1, 2010, all student borrowers will be using Direct Loan as their lender, which includes the following programs:

- Federal William D. Ford Subsidized Direct Loan (for Undergraduate students only)
- Federal William D. Ford Unsubsidized Direct Loan
- Federal William D. Ford Direct Loan Parent Loan for Undergraduate Students
- Federal William D. Ford Grad Plus for Graduate Student Direct Loan

**Federal Subsidized Direct Loan and Federal Unsubsidized Direct Loan Programs**

These are long-term, low-interest loans borrowed directly from Direct Loan.

There are two types of Direct Loans – subsidized and unsubsidized. Eligibility for subsidized Direct Loans is based on financial need (demonstrated via the FAFSA or Renewal Form) and they are only available to undergraduate students. Students who do not demonstrate sufficient need may borrow unsubsidized Direct Loans. Maximum loan eligibility is indicated on each student’s financial aid award letter. When students are eligible for a subsidized Direct Loan, the government pays the interest that accrues on the loan while the student is in school. Students receiving an unsubsidized Direct Loan are charged the interest on the loan while in school, in grace period, and in deferment.

Starting July 1, 2013 the interest rate for a Subsidized and Unsubsidized Stafford loan for undergraduate students is variable with an 8.25% cap.

**Annual Loan Limits Additional Unsubsidized (Subsidized and Limits for Independent* Unsubsidized) Student Borrowers**

<table>
<thead>
<tr>
<th></th>
<th>Subsidized</th>
<th>Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$3,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Sophomores</td>
<td>4,500</td>
<td>6,000</td>
</tr>
<tr>
<td>Juniors/Seniors</td>
<td>5,500</td>
<td>7,000</td>
</tr>
<tr>
<td>Graduates</td>
<td>0</td>
<td>20,500</td>
</tr>
</tbody>
</table>

If a student is eligible for a Federal Direct Loan they must complete a copy of their current Financial Aid Award indicating how much they wish to borrow. Moreover, if a student is a first time borrower, they must complete and submit a Master Promissory Note electronically through [www.studentloans.gov](http://www.studentloans.gov). All students are required to complete the Financial Awareness Counseling at [www.studentloans.gov](http://www.studentloans.gov).

**Federal GRADPLUS for Graduate Students**

The Federal GRADPLUS for Graduate students is a federal loan program. The interest rate is 6.41%. Interest is charged on the loan once disbursement is made to the school as it is with the unsubsidized Direct. Students must be preapproved for the loan, as it is dependent on the credit of the borrower. A separate Master Promissory Note must be filled out for this loan through the lender.

**Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Direct Parent Loan for Undergraduate Students (PLUS) is a federal loan program available for parents of undergraduate students. Interest rates are a fixed rate of 6.41% for those that use Direct Loan as their lender. The Federal Direct PLUS may be used to replace the expected Parent and/or Student Contribution to supplement the total financial aid package up to the amount of the budget.
Coleman University Scholarship Program
(Effective for students starting the January 5, 2015 term and forward)

A limited number of scholarships for students are available. Students who wish to be considered should submit the University Scholarship Application, which can be obtained through the Financial Aid Office.

There is no deadline for applications. However, students are encouraged to apply early, as funds are awarded on a first-come, first-served basis.

Scholarship awards may only be applied to tuition.

Legacy Scholarship
(Effective for students starting the January 5, 2015 term and forward)

Scholarship is for:
- Students who have relatives who were graduates of the University; or
- Graduates who return for their first master's degree.

Award amount:
- $1,000 per academic year (30 weeks, 3 quarters)

Disbursement and Renewal:
- Students who are awarded this scholarship will receive the first $1,000 when they begin school.
- For all subsequent academic years, the student must maintain a 3.0 cumulative GPA to remain eligible. Failure to maintain a 3.0 cumulative GPA will result in loss of the scholarship for subsequent terms.
- Students must reapply each academic year.

Presidential Scholarship

Scholarship is for:
- Coleman University students who display financial need.
- Students who maintain a 3.0 GPA per academic year.

Award amount:
- Up to $1,000 per academic year (30 weeks, 3 quarters);

Disbursement and Renewal:
- Students who qualify for this scholarship will receive the first $1,000 after completing the first term.
- For all subsequent academic years, the student must maintain a 3.0 cumulative GPA to remain eligible. Failure to maintain a 3.0 cumulative GPA will result in loss of the scholarship for subsequent terms.
- Students must reapply each academic year.

The Yellow Ribbon Program

Scholarship is for:
- Veterans who have served for at least 36 months of active duty after September 10, 2001.
- Veterans who were honorably discharged from active duty for a service related disability, and who served 30 continuous days after September 10, 2001.
- Dependents of veterans eligible for Transfer of Entitlement of the Post-9/11 GI.

Award amount:
- Up to $3,000 per academic year
Amnesty Grant

This grant is for students who previously attended Coleman University, were suspended for academic reasons, and wish to re-enroll at the University. Students receiving this grant will be awarded funds for the cost of tuition only, which will be applied directly to the student’s account after being billed for tuition charges. Students with outstanding balances must make arrangements with the Business Office for payment of balances due to be eligible for re-enrollment. Amnesty grant only covers the tuition of the first term after re-enrolling at the University.

The Amnesty grant covers the tuition for up to 12 units.

Disbursement and Renewal:

- Amnesty grant is not renewable; however, there are other types of financial assistance available to students. Please refer to Financial Aid Department for information on various types of scholarships.
- Students receiving this grant will be awarded funds for the cost of tuition only, which will be applied directly to the student’s account after being billed for tuition charges.

Other Aid Sources

Alternative Loans

Alternative loans, offered by private lenders, help bridge the gap between the actual cost of a student’s education and the limited amount the government allows a student to borrow in its programs.

Corporate Tuition Assistance

Many companies and government agencies award tuition reimbursement to employees. Students should check with their employer for information on how to apply for this employee benefit.

Aid for Native Americans

Native American students who can prove membership in a federally recognized tribe may receive educational grants from the federal Bureau of Indian Affairs (BIA).

Applications for BIA grants for California tribes are available by writing the Bureau’s Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825 or by calling (916) 978-4680.

- Student may not owe an overpayment on any Title IV educational grant or be in default on a Title IV educational loan unless satisfactory payment arrangements are made to repay or otherwise resolve the overpayment or default
- Student must complete the verification process, if selected to do so, by submitting a signed copy of federal tax forms and any other required documents
PART 7: ADMINISTRATIVE POLICIES

REGISTRATION

Students may only register for courses when they are officially admitted to the University. Students should register for all courses prior to the start of classes.

Students will not receive credit for any course in which they are not officially registered. Students may not attend any class in which they are not officially enrolled.

Registration Procedure

Students must make an appointment with an Academic Advisor for course scheduling and registration. See Hours of Operation.

Cancellation of Registration

The University reserves the right to cancel the registration of any student who does not comply with Coleman University rules, regulations, or policies, including the payment of tuition fees.

Cancellation of a Course

The University makes every reasonable effort to offer courses as announced. However, the University reserves the right to modify the class schedule, or to cancel courses, if necessary.

Course Loads

At the undergraduate level, students must be enrolled in a minimum of 12 units to have full-time status for any term. At the graduate level, students must be enrolled in 5 units to have full-time status for any term. Students who attempt less than the minimum load risk a delay in the completion of their degree requirements, and potential loss of financial aid benefits. For additional information on course loads and how they impact financial aid, please see the Expenses and Financial Aid section of the catalog.

To be considered for an increase in course load in excess of 12 units, students must have a cumulative GPA of at least 3.8, and have no history of withdrawing from classes. The student must submit a formal request to the Dean of Education. Once a decision has been made the student will be notified.

Dropping and Adding Courses

The add/drop period for each term is the first week of the term.

Students who wish to drop courses from their schedules must see their Academic Advisor. International students with visa status must confer with the International Student Services Advisor before dropping courses. Domestic students with financial aid should confer with the Financial Aid Office before dropping courses. If a student stops attending a course without going through the official drop procedure, a grade of “F”, “Withdrawal”, or “No Credit” (as relevant) will be entered on the student’s permanent record, and the student may be ineligible for any refund on tuition and fees.

Students who wish to drop all courses in which they are enrolled for a term must follow the withdrawal procedures described in the Withdrawal from All Classes section. Students who drop a course or withdraw from a course after the add/drop period may be entitled to a refund per the refund policies located in the Expenses and Financial Aid section.

For students approved to withdraw from all classes after the add/drop period, a grade of “W” for each course will be entered on the student's permanent record. Clearance from Financial Aid must be obtained prior to withdrawal. To withdraw in good standing, students must meet all their obligations to the University.

Students withdrawing completely from all classes should schedule an appointment with their Academic Advisor. Students who stop attending the Institution, and do not meet with their Academic Advisor, will be Administratively Withdrawn from the University.
WITHDRAWAL AND LEAVE OF ABSENCE POLICIES

A student withdrawing from the university during a current or future term must file an official Withdrawal Form with the Center for Academic Advising (CAA). In order to avoid receiving a failing grade, regardless of the reason for withdrawal, students must contact the CAA as soon as a decision to withdrawal has been made. Immediate notification of withdrawal will also avoid jeopardizing a student's eligibility to re-enter Coleman University.

From week 2 through week 6 of the term (and from week 2 through week 3 for graduate students), students may request to drop any or all of their classes with grades recorded as “W”. After week 6 for undergraduate students or week 3 for graduate students, the last day to receive a “W” has passed, and the withdrawal will potentially result in the posting of failing grades for the term. International students must follow the same procedures and, in addition, obtain clearance from the International Student Advisor. Unless a leave of absence has been granted in writing, a student who withdraws from the university for one or more terms must apply for readmission through the Admissions department. If a student is withdrawn from the University for more than two consecutive terms, the student must enroll into the program and pay the tuition that is current upon their return. Admission is not guaranteed for re-applicants.

Financial aid recipients who withdraw from Coleman University during a term may be required to repay a proportional amount of the aid awarded. (See Financial Aid Refunds.)

Grades Received for Withdrawn Courses

Grades are assigned and tuition is refunded according to date within a session in which students withdraw from the course as detailed in the tables below.

Undergraduate Students

<table>
<thead>
<tr>
<th>Week In Term</th>
<th>Grade Received When Withdrawing from Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>No grade</td>
</tr>
<tr>
<td>Week 2</td>
<td>W</td>
</tr>
<tr>
<td>Week 3</td>
<td>W</td>
</tr>
<tr>
<td>Week 4</td>
<td>W</td>
</tr>
<tr>
<td>Week 5</td>
<td>W</td>
</tr>
<tr>
<td>Week 6</td>
<td>W</td>
</tr>
<tr>
<td>Week 7</td>
<td>Grade earned by student</td>
</tr>
<tr>
<td>Week 8</td>
<td>Grade earned by student</td>
</tr>
<tr>
<td>Week 9</td>
<td>Grade earned by student</td>
</tr>
<tr>
<td>Week 10</td>
<td>Grade earned by student</td>
</tr>
</tbody>
</table>

Graduate Students

<table>
<thead>
<tr>
<th>Sessions Attended</th>
<th>Grade Received When Withdrawing from Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>No grade</td>
</tr>
<tr>
<td>Session 2</td>
<td>W</td>
</tr>
<tr>
<td>Session 3</td>
<td>W</td>
</tr>
<tr>
<td>Session 4</td>
<td>Grade earned by student</td>
</tr>
<tr>
<td>Session 5</td>
<td>Grade earned by student</td>
</tr>
</tbody>
</table>
Leave of Absence

Coleman University understands that students may have career or family commitments that can occasionally make class attendance difficult. Due to the nature of the schedule of classes, a Leave of Absence may cause potential scheduling gaps and cause the graduation date to be postponed to a later date than the original date stated on the Enrollment Agreement. Students may request a Leave of Absence in an emergency situation only. An emergency situation is defined as a personal illness or military duty. Doctor's notes and excuses from doctors outside of the United States will not be accepted as valid documentation to support an official Leave of Absence.

A student who requires a Leave of Absence must contact the Center for Academic Advising. To request a Leave of Absence, the student must submit a completed Leave of Absence Request form to the Center for Academic Advising. A student can only request Leave of Absence either before the new term starts or during the first week of the term which coincides with the add and drop period. A request for break after week one will be processed in form of withdrawal. A leave of absence is normally not granted in the first term of a program. Students who believe they cannot complete the first term due to the circumstances listed above must notify Center for Academic Advising. Any other break in attending school will be considered a withdrawal, and the student will be subject to the current tuition rate upon re-enrolling. If a student is withdrawn from the University for more than two consecutive terms, the student must enroll into the program and pay the tuition that is current upon their return. The student must also re-apply for any financial aid that was returned to lenders, based upon the last date of attendance. A Leave of Absence may not exceed 180 days.

Students who do not return from a Leave of Absence will be considered to have withdrawn from the University. Students who have identified as inactive students during the Census Period (week 1 & 6) and have not filed a written request for a Leave of Absence or students whose Leave of Absence request have not been granted will be considered to have withdrawn.

Students who take a Leave of Absence before completion of a course, are considered to have withdrawn from that course and must completely retake the class upon return. Past coursework in the withdrawn course will not be accepted in the retaken class.

CENSUS PROCESS

Week 1 Census: Definition

Week 1 Census determines a student’s enrollment status for each scheduled class. A Student’s enrollment may be locked for financial aid purposes at the end of the Week 1 Census period. The last day of the Week 1 Census period coincides with the last date a student can add and drop classes for a full tuition refund for the current term.

At the end of Week 1, if a student is “Active” on the Census, the student is enrolled for financial aid purposes, and billed for the term.

Criteria for Week 1 Census

A student is considered “Active” in a course if one of the following applies:

- The student has attended at least 1 session of a ground-based course, in which he/she is scheduled.
- The student has logged into Webclass at least once during Week 1 for an online course.
- The student has made arrangements with the instructor to be in attendance in Week 2.

Attendance is the only deciding factor for the Week 1 Census

Purpose of Week 6 Census

The purpose of the Week 6 Census is to identify students who have, without notifying Coleman University, withdrawn from any course.
Criteria for Week 6 Census

A student is considered “Active” in a course if one of the following applies:

- The student has attended at least 1 session of a ground-based course during Week 6.
- The student has logged into Webclass at least once during Week 6 for an online course.

If a student is not in attendance during Week 6, the student may be considered to be “Active” if he/she was in attendance during Week 5 or Week 4.

Attendance is the only deciding factor for the Week 6 Census.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY AND PROCEDURE

Satisfactory academic progress is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of satisfactory academic progress are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate.) A student's progress will be evaluated at the end of each term to determine satisfactory academic progress. A student who does not meet the standards of satisfactory academic progress will be notified.

The University's policy will provide the following information:

- What grade-point average (or equivalent standard) the student needs to maintain.
- How quickly the student needs to be moving toward graduation (for instance, how many credits a student should have successfully completed by the end of each year).
- How an incomplete class, withdrawal, repeated class, change of major, or transfer of credits from another school, affects the student’s satisfactory academic progress.
- How often the university will evaluate the student's progress.
- What will happen if the student fails to make satisfactory academic progress
- Whether the student is allowed to appeal the university's decision that he/she hasn't made satisfactory academic progress (reasons for appeal usually include the death of a family member, personal illness or injury, or other special circumstances).
- How student can regain eligibility for federal student aid.

When it is determined that the student has not made satisfactory academic progress, the student will receive a plan designed to ensure that the student will be able to meet the standards of satisfactory academic progress by a specified time. As part of the academic plan, the Center for Academic Advising may require the student to repeat some, or all, of the courses in which the student previously received a grade of “D,” “F,” or “W”, before attempting any other courses in the student's program of study. In order for the student to qualify for further financial aid, he/she must meet the required CGPA and ICR standards by the end of the second term in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be suspended from the program of study.

Maximum Time Frame

A student must complete all coursework in no more than 1.5 times the normal program length as measured by the credit hours required for completion of the program. This 1.5 times the normal program length is referred to as the maximum time frame. For example, if a student is in a 96 credit hour associate's degree program, he/she must complete the program in no more than 144 attempted credit hours. Students who do not meet this requirement may be dismissed from the University.

Required Minimum Academic Achievement

In order to be considered to be making satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR), at the following
evaluation points.

**Undergraduate Programs**

Required evaluation point minimum CGPA and minimum ICR: (Based on 10 week terms)

<table>
<thead>
<tr>
<th>PCGPA</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12 credits</td>
<td>2.00 50%</td>
</tr>
<tr>
<td>13 - 24 credits</td>
<td>2.00 50%</td>
</tr>
<tr>
<td>25 - 36 credits</td>
<td>2.00 60%</td>
</tr>
<tr>
<td>37+ credits</td>
<td>2.00 66.67%</td>
</tr>
</tbody>
</table>

**Graduate Programs**

Required evaluation point minimum CGPA and Minimum ICR: (Based on 5 week terms)

<table>
<thead>
<tr>
<th>PCGPA</th>
<th>ICR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5 credits</td>
<td>3.00 50%</td>
</tr>
<tr>
<td>6 - 10 credits</td>
<td>3.00 50%</td>
</tr>
<tr>
<td>11+ credits</td>
<td>3.00 66.67%</td>
</tr>
</tbody>
</table>

**Effect of Credit for Previous Training on Satisfactory Academic Progress**

Credit for previous training (transfer & waived credits) will be counted as both completed and attempted credits when calculating the ICR and for determining the maximum time frame. However, the credits will not count in the CGPA.

A student who seeks an additional credential may have applicable units from a previous program transferred into the new program, based on the new program's requirements. Units transferred from a previous program will be treated as transfer units.

**Effect of Earning an Additional Credential**

A student who completes a program at Coleman University and enrolls in an additional program at Coleman University may transfer units from the previously completed program into the new enrolled program upon evaluation. All coursework earned at Coleman University and any coursework transferred from other institutions will be counted when calculating ICR. All transfer units will be counted when calculating the maximum time frame.

**Effect of Repeating a Course on Satisfactory Academic Progress**

A student may repeat any course in which he/she has received a grade of “F” or “W.” The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining ICR.

**Effect of Program Changes on Satisfactory Academic Progress**

A student who changes programs must submit a written request for a program change to the Center for Academic Advising, which will complete an evaluation indicating which courses have been completed and which, if any, count toward the graduation requirements of the new program. The student will be required to sign a new enrollment agreement. All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and ICR.

If there are no relevant courses applied to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, and CGPA. The ICR will continue from the old program.
Suspension and Reinstatement

If the terms of an academic probation are not met, the student may be suspended for at least one term. A suspended student must petition for reinstatement. Reinstatement is neither automatic nor guaranteed. A student who has been suspended twice must wait six months before petitioning for reinstatement. A student who has incurred two suspensions will be permanently dismissed from the program and the University on a third offense.

Students who are suspended (for SAP, plagiarism, code of conduct, etc.) must wait one full term (currently 10 weeks for undergraduate level and 5 weeks for graduate level). The student will be required to submit a written reinstatement request, which will be reviewed by the Reinstatement Committee. The Reinstatement Committee will approve the request, deny the request, or request a meeting with the student for further consideration. If a student is approved for reinstatement, he/she must complete the admissions process for reentry.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family, or other significant occurrences outside the control of the student. The student must document these circumstances in order to demonstrate that they had an adverse impact on the student’s academic performance.

GRADUATION

Degree Completion Policy

Students must complete the total number of units required by their degree programs as specified in the programs’ curricula in the university catalog in the year of their entry. Students are permitted to transfer units into their program under the guidelines of transfer policies at the university, school, and program level. These transferred units are generally designated as contributing to the total number of units required. Decisions regarding the transfer of courses into the program are made by the program dean and the Registrar’s Office and will appear on the students’ transcripts as transfer units.

Application for Graduation

All students wishing to graduate must complete a formal Application for Graduation prior to completing their last term and no later than 60 days prior to the scheduled graduation date listed on the Academic Calendar. Applications for graduation are obtained from The Center for Academic Advising.

Degrees are conferred upon completion of all academic requirements. Completion of academic requirements for a degree is termed “graduation”. The ceremony celebrating this achievement is commencement. The commencement ceremonies are held once a year.

In order to receive diplomas, students must clear their accounts with the Student Business Office.

Conferment of Degree

The degree date (or “award date”) is the date the student completed the last degree requirement. This is the date specified on the student’s transcript as their having earned the degree. The diploma date is always the end of term date in which the student completed requirements. Students who complete degree requirements after the end of one term, but during the course of a subsequent term, will be given a diploma date reflecting the end of the subsequent term.

Degree Honors

The diploma for graduates with a GPA of 3.8 or higher will bear honors designation according to the following criteria:

- Cum Laude 3.800-3.899 cumulative GPA
- Magna Cum Laude 3.900-3.99 cumulative GPA
- Summa Cum Laude 4.00 cumulative GPA
Degree Completion Verification

Only the Registrar’s Office is authorized to issue confirmation documentation attesting to the matters pertaining to a student’s academic work at the University. All degrees will be posted to the permanent record transcript at the end of the term in which the degree requirements are completed. Requirements are considered complete when the Registrar receives all necessary documents.

CHANGES IN DEGREE REQUIREMENTS

If a degree requirement has been changed after a student’s initial enrollment, degree candidates, who have been in continuous attendance, may elect to fulfill the new requirements rather than those in effect at the time of initial enrollment. Students should note that this may result in taking additional courses to meet the new degree requirements.

When a change in a program becomes effective, it may apply to students who are currently in that program, as well as to prospective students.

It is the student’s responsibility to remain informed of current requirements throughout his/her, college career. Students who drop and re-enroll after being absent for more than two consecutive terms are subject to the requirements of the catalog in effect at the time of re-enrollment.

RESIDENCY REQUIREMENTS

Associate’s Degree Programs

Students in associate’s degree programs with 96 units must complete 64 units in residence at Coleman University.

Bachelor’s Degree Programs

Students in bachelor’s degree programs with 180 units must complete 92 units in residence at Coleman University.

Graduate Degree Programs

Students in graduate degree programs with 60 units must complete 45 units in residence at Coleman University.

Individual programs may impose special residency requirements. Students should confer with their Academic Advisor, the Chair of Program, or the Dean of Education.

AUDITING COURSES

Any student who audits a course is not required to pay tuition for the course, but the student is responsible for any fees associated with the course for items such as materials and supplies. The auditing student is not required to fulfill any class assignments or to take any examinations. The auditing student receives no college credit for such courses and receives no grade. Therefore, the auditing of courses does not apply toward the fulfillment of degree requirements.

No change from audit to credit status, or from credit to audit status, may be made after the beginning of the class.

Students wishing to audit a course should contact an Academic Advisor to determine if the course can be audited. Courses that are audited do not count towards determination of academic status (half/full-time), but an Academic Advisor must approve them before registration can occur.
REPEATING A COURSE

Students may repeat courses in order to improve their academic record. Courses must be repeated at Coleman University, at the student’s expense. All grades earned at Coleman University will remain on the student’s transcript but the higher grade earned from a repeated course will be used to compute the grade point average. The record for any repeated course will show the original grade accompanied by a notation signifying that the repeated course is shown elsewhere on the transcript. In all instances, the same structured class must be completed.

There is no maximum number of courses that may be repeated. No course may be taken more than twice (the original registration and one subsequent registration) without approval from the Director of The Center for Academic Advising.

GRADES

An undergraduate student must earn a grade of 60% or above in each course to be considered passing. A minimum cumulative grade point average of 2.0, for all courses taken, is required for graduation.

Students in the graduate program are expected to maintain a high level of performance. A minimum cumulative grade point average of 3.0 is required for graduation. A student who earns less than a 3.0 in the first course attempted will be counseled by the Center for Academic Advising in order to determine the advisability of continuing in the program.

Grading Structure

The following table lists the Coleman University grading structure. All grades listed will count as units attempted.

For each unit in which the student is enrolled, he/she will receive quality points as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94%-100%</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90%-93%</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87%-89%</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>84%-86%</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80%-83%</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77%-79%</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>74%-76%</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70%-73%</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67%-69%</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>64%-66%</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60%-63%</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0%-59%</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>CR</td>
<td>70% or above</td>
<td>0.00</td>
</tr>
<tr>
<td>NC</td>
<td>69% or below</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>0.00</td>
</tr>
</tbody>
</table>
A student’s grade point average is obtained by dividing the total number of quality points earned by the total number of units undertaken, excluding foundational courses and courses with the grades “CR”, “INC”, “NC”, and “W”. Transfer units are not counted in calculating the GPA on the Coleman University transcript. All Coleman University credits counted toward a degree are used in calculating the cumulative GPA.

Marking System and Symbols Used on Transcripts

The following list of grade descriptions is a general overview. In some cases, graduate program standards may be more stringent than the general University standards.

A Superior: The student has demonstrated a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material. A+ grades are not recognized as a valid grade in grade point average calculations and are not recorded on the student’s transcript.

B Above Average: The student’s achievement exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject.

C Average: The student has met the formal requirements and has demonstrated good comprehension of the subject and reasonable ability to handle ideas.

D Below Average: The student’s accomplishment (while still passing) leaves much to be desired.

F Failure: The student has not met the minimum requirements.

CR Credit: Used upon completion of thesis, internship and for other specified courses.

NC No Credit: The student has not achieved the minimum expectations of scholarship or credit in terms of the course objectives. The NC is not to be used in situations in which a grade of F is justified. It is not used in computing grade point averages.

I Incomplete: Given only in special circumstances - work must be completed by 5 weeks from the end of the current term.

W Withdrawal: Grade given to those who drop classes after the scheduled drop period and before 60% of the class has been completed.

AU Audit: The student has selected to audit the course and receives no credit for the course.

TR Transfer: Used to identify courses accepted for transfer toward degree completion.

WV Course Waiver: Used to identify courses that have been approved for waiver.

NG Instructor, due to cancellation or no-show, has assigned no grade.

Faculty members may use pluses and minuses when grades fall between two categories.

Note: A plus may not be used with a grade of A.
Incomplete Course Work

Students who have completed at least 70% of their coursework, may request an incomplete grade if they are unable to complete the term for nonacademic reasons beyond their control. To do so, students should obtain a “Request for Incomplete Grade” from the Center for Academic Advising. They must then meet with the course instructor, who will specify the remaining requirements and the time frame for completion. The maximum extension is five weeks from the end of the current term. The instructor must sign the form, and the student must return the completed form to the Director of the Center for Academic Advising. Time spent resolving an Incomplete does not qualify a student for financial aid. It is the responsibility of the student to work with the course instructor to complete required coursework by the established deadline, in order to receive a grade for the course. If a grade change has not been filed by the specified date, a failing grade will be recorded.

Noncredit and Remedial Courses

Noncredit and remedial courses are considered part of a student’s course load, but do not count for units completed toward degree completion.

Instructors report a grade for credit when all requirements for the course have been completed. The Registrar must receive grades from instructors on the last day of a scheduled term.

If the registrar does not receive grades, an NR (No Report) will be entered on the student’s transcript until the final grade is received. Students who receive NR for their grade should contact their instructor.

After a grade has been reported to the University’s Registrar, the grade will not be changed unless a written grade change, and an acceptable reason for the change, are submitted to the Registrar by the course instructor, with approval of the dean (or equivalent).

President’s List

Students who have earned a cumulative GPA of 3.8, or higher, for at least 36 units of credit at Coleman University, will be placed on the President’s List. The President’s list is published at the end of each 10-week quarter.

TRANSCRIPTS

Coleman University does not release transcripts or any other information concerning a student’s record without a signed authorization from the student. Transcripts or any other services will not be provided to students who have a delinquent financial obligation to the University.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Grade Point Average (GPA)

The GPA is computed by multiplying the value of the letter grade by the number of units for the course. The sum of the grade points earned for all courses is divided by the number of units attempted for which a grade of "A", "B", "C", "D", or "F", was assigned.

Permanent Record

Only information of an academic nature is entered into the Transcript. Statements regarding disciplinary action may be entered in cases in which entry is part of a sanction.

The transcript bears the following entries regarding the completion of degree requirements and the awarding of degrees: degrees awarded; area of concentration or major (as applicable); and date of completion, i.e., the last day of the last term registered or the date on which all requirements for the degrees were completed (whichever is the later date).
Official Records

Official transcripts can be ordered by submitting a Transcript Request Form to the Registrar’s Office at 8888 Balboa Avenue, San Diego, CA 92123-1506. Release of transcripts requires the student’s signature. The Registrar’s Office processes all requests for certified copies of Coleman University transcripts and verification of student status. Five business days should be allowed for processing. A Transcript Request with the student’s signature must be submitted. A $15 fee is charged for each official transcript. Additional fees may apply. Transcripts will not be released to students with holds on their student account. Students may make requests in writing for unofficial photocopies of the Coleman University transcripts.

Under the Family Educational Rights and Privacy Act, transcripts may be withheld if the student has an unresolved obligation to the University, which may include any disciplinary action.

Official transcripts bear the institutional seal and the signature of the University Registrar.

Once an official college transcript from another institution is received by Coleman University, it becomes part of the student’s permanent record. Copies of such transcripts will not be released to a third party. Coleman University cannot officially verify any coursework taken at another institution even if the student has a transcript on file from that institution.

Changes to Records/Names Used on Records

It is the student’s responsibility to keep the University apprised of their name and address changes. Students wishing to make changes in their name, address, telephone number, or email address, should submit the request to the Registrar’s Office.

The student’s legal name must be used on all University records, diplomas and other records. The Registrar may require documentation in order to change an official record at the University. Examples of documentation for name or address changes may include, but are not limited to, the following: a valid driver’s license, social security card, or passport for a name change; and a driver’s license, passport, or copies of current bills, for an address change.

In most cases, Coleman University can accommodate name changes in the University database for alumni, upon submission of an approved name change form, and supporting documentation of a legal name change. However, archived hard copy documents pertaining to the student will remain under the original name under which the student attended. Students wishing to receive a reprinted diploma under the new name must submit a request form and pay applicable printing fees. The reprinted diploma will include a comment indicating it is a reissue/replacement diploma that was originally issued under a different name.

Privacy and Access to Records

The University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing regulations issued, which provide students with safeguards for the accuracy, completeness and privacy of their educational records. Annual notice is given to students summarizing their rights under this law.

Change of Degree Program

If a student decides to change his/her program of study, the student should discuss their intent to change the program with their academic advisors. The change in the degree program can only happen at the beginning of the next academic term. This means that a student cannot change his/her degree program in the middle of the term. A student is responsible for any tuition of the units attempted and earned during the initial degree program. If a student changes his/her degree program, it is at the discretion of the Registrar to transfer any units that can be applied to the new program of study.

DISCLOSURE OF RELEASE OF INFORMATION

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by the University. Coleman University informs students of the Family Educational Rights and
Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Policy explains the procedure to be used by the institution for compliance with the provisions of the Act. Answers to questions concerning the Family Educational Rights and Privacy Act and copies of the complete student records privacy policy may be obtained from the Registrar’s Office.

**STUDENTS’ RESPONSIBILITY REGARDING THE USE OF TECHNOLOGY**

In support of Coleman University’s mission to prepare students for technology-focused careers, the University provides computing, networking, and information resources to its students, faculty, and staff. These resources include access to local, national, and international sources of information in an atmosphere that encourages sharing of information, access to a rich variety of services, and open and free discussion.

The issue of acceptable use confronts all companies and institutions that make use of the Internet as an informational or business tool. As technology professionals, Coleman University graduates will face this issue at their places of employment. Students must assume responsibility for the privilege of using these resources. All existing federal, state and local laws apply, as well as all Coleman University regulations and policies, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

The information set forth below further defines user responsibilities and presents examples and consequences of misuse.

**User Responsibilities**

The University’s computers and networks provide the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Coleman University grants to members of the Coleman University community free use of computing resources. As a condition of using these resources, users must observe the following guidelines:

- Use the facility only for University-related purposes, or for purposes in accordance with established policies and procedures.
- Respect the rights of other users to work in a growth-oriented environment, conducive to learning and research.
- Respect the integrity and security of the systems and related physical resources, and observe all relevant laws, regulations, and ethical obligations.
- Make economical and wise use of the resources that are shared with others, thus enabling access to these resources by the greatest possible number of users.
- Respect the rights of others to the privacy of their programs and data.
- All computer use must conform to the spirit of these guidelines. Misuse will be considered an offense to the University community.

**Examples of Misuse**

The following list, while not exhaustive, characterizes unacceptable behavior and misuse of computer resources, which may be subject to disciplinary action:

- Violating applicable federal or state laws or University regulations, including but not limited to the transmission of inappropriate material, copyright infringement, theft of or unauthorized access to or
use of Coleman University resources.

- Giving other people access to a Coleman University computer account without authorization.
- Engaging in activities that compromise computer security or disrupt services on any Coleman University network.
- Altering Coleman University system software or hardware configurations, or circumventing resource control mechanisms.
- Knowingly running or installing on any computer system or network, a program intended to damage, or to place excessive load on, a computer system or network.
- Using Coleman University facilities or equipment for non-academic or commercial purposes, or for personal financial gain.
- Posting material to social media, news groups, or mail lists that is illegal, inappropriate, or otherwise at variance with accepted codes of network etiquette. Sending electronic junk mail or chain letters.
- Wasting resources: leaving non-essential processes running when not logged in.

**Consequences of Misuse**

As in any disciplinary matter, students and staff receive fair and reasonable due process.

Misuse of computing, networking, or information resources may result in the loss of access to special Coleman University privileges.

Users may be held accountable for their conduct under any applicable campus policies, procedures or agreements. Any actions which deter other users from doing their work or completing exams, or which would otherwise be deemed malicious, will result in disciplinary action, including possible dismissal.

Activities authorized by Coleman University instructors and staff officials for security or performance testing are not considered unacceptable behavior.

**ALCOHOL, DRUGS, AND FIREARMS POLICIES**

**Firearms**

The use or possession of firearms is prohibited on campus property.

**Drugs, Narcotics, and Alcohol**

Coleman University prohibits the unlawful possession, use, or distribution of drugs or narcotics and alcohol on campus property. A student who does not abide by this regulation is subject to disciplinary action without warning. Such action may be in the form of probation, suspension, or dismissal. The student may also be subject to prosecution under federal, state, and local laws. Coleman University personnel are asked to report suspected violators to the administration. The University maintains a directory of agencies and support groups where students with drug and alcohol problems can seek help.

**ADDITIONAL CAMPUS POLICIES**

**Smoking**

Smoking is permitted only in designated areas outside the buildings of Coleman University. Smoking is not permitted inside any part of the University's buildings as prohibited by California law prohibiting the smoking of tobacco products, including electronic cigarettes, in an enclosed space.

**Food and Drink**

No food or beverages are allowed in the hallways, computer labs, or classroom areas at any time, with the exception of water in a capped bottle.
**Personal Appearance**

Students are preparing for careers. Now is the time to develop the habits of appropriate dress that will be required on the job. Many prospective employers visit the University. It is important that students be properly dressed in order to make the best possible impression. Students whose attire is unsuitable for the academic environment will be referred to an officer of the University and may be sent home. Attire should not be such to cause distraction within the learning environment. This includes clothing that is too revealing in nature or has logos or wording.

**Adult Visitors**

All guests must sign in at the front desk. Visitors on campus should be on campus to address university related business and are required to adhere to those codes of conduct not pertaining to academics, as listed in this catalog.

**Children on Campus**

Coleman University values the safety of all its employees, students, and visitors. An adult must accompany children on campus at all times. Children are not allowed in classrooms or labs. The university is not liable for any incident involving unsupervised children on campus.
PART 8: ACADEMIC POLICY

ACADEMIC CODE OF CONDUCT & ETHICS

The University is committed to principles of scholastic honesty. Its members are expected to abide by ethical standards both in their conduct, and in their exercise of responsibility towards other members of the community.

The policy of the University places responsibility on its students, who are expected to conduct themselves with discretion, and with regard to their fellow students, and to the University. Students must observe school regulations willingly, devote themselves seriously to their studies, and be honorable and upright in their living, as well as in their associations with the University.

This Academic Code of Conduct and Ethics is established to lend greater definition and meaning to the principles of scholastic honesty and integrity, and to outline standards that will guide the actions of the academic community. Any student who violates the Academic Code of Conduct and Ethics will be subject to disciplinary action up to, and including, dismissal from the University. A student accused of a violation is guaranteed an impartial hearing, and the right to an appeal. Procedures and guidelines for the hearings and the appeals are described in this section. Students also need to be in compliance with the Non-Academic Student Code of Conduct and Ethics, which is included in this catalog. Any student who is dismissed because of conduct detrimental to the best interests of the University or student body will not be reinstated.

Students

As with other members of the academic community, each student’s conduct is expected to be in accordance with the standards of the University.

Faculty and Administration

Faculty and administration are obligated to the University, and to the students they teach and serve, to uphold ethical standards. They must deal fully and fairly with instances of academic misconduct. Any evidence that a faculty member has intentionally acted in a manner inconsistent with this policy (including failure to report instances of suspected misconduct) will be subject to a referral to the Dean of Education for action.

CLASSROOM EXPECTATIONS/CONDUCT

Classrooms and labs are spaces designed for learning and engagement. Students and faculty should interact with one another in a manner that encourages and facilitates active engagement, collaboration, transfer of knowledge, and the practice of skills in order to maintain an environment that inspires learning. Behavior that is not supportive of student learning or instructor presentation is to remain outside of the classroom. Examples of actions that fall into this category include but are not limited to eating food, mobile device use, and using electronic cigarettes. Such actions distract from the purpose of the classroom environment, which is teaching and learning. Students are expected to restrict such activities to break periods outside of the classroom. Faculty members are expected to enforce this policy.

Acts of Misconduct

The Academic Code of Conduct and Ethics prohibits certain acts of misconduct by students enrolled at the University. Other University policies and procedures may also apply. Depending on the circumstances, the acts of misconduct described below may be considered as either a violation or an infraction.

Students who engage in conduct that disrupts the orderly functioning of the University may be subject to probation or dismissal from the program as set forth in the academic and non-academic codes of conduct. In the case of dismissal for cause, no fees will be refunded.
**Academic Dishonesty**

Academic dishonesty is cause for disciplinary action up to, and including dismissal, from Coleman University. Presenting another person’s ideas, methods, course work, or test answers, with the intention that they be taken as one’s own, is theft of a special kind. It defrauds the originator of the work, the institution, its graduates, its students, and its future students.

The student has full responsibility for the authenticity of all academic work and examinations submitted. A student who appears to have violated this policy must submit to a hearing with the reporting instructor and the Dean of Education. If it is determined that a violation occurred, the matter will be referred to an officer of the University with recommendations for a penalty. The student may be dismissed, suspended, or given another penalty.

The following acts are examples of violations:

1. Examination Behavior: Any intentional giving or use of external assistance during an examination without the express permission of the faculty member giving the examination.
2. Fabrication: Any falsification or invention of data, citation, or other authority in an academic activity.
3. Plagiarism: Any passing off of another’s ideas, words, or work as one’s own.
4. Unauthorized Collaboration: Collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted.
5. Previously Submitted Work: Presenting work prepared for and submitted to another course (self-plagiarism).
7. Alteration or Misuse of Academic Documents: Any alteration or misuse of academic documents, including acts of forgery and/or furnishing false information.
8. Disruption of Academic Activity: Disruptive behavior, willful disobedience, profanity or vulgarity in a learning environment including but not limited to the classroom, practicum, and Internship sites.
9. Violations Defined by Faculty Member: Any other intentional violation of rules or policies established by a course faculty member/academic supervisor.
10. Assisting other students in acts of academic misconduct.

Under certain exceptional circumstances involving serious violations listed above which pose a threat to the health and safety of the University community, disciplinary procedures administered by the campus senior administration may augment the procedures outlined below. These include circumstances in which a matter has been referred by the dean. In the case of an act of violence, the faculty member or administrator immediately contacts the individual.

**Infractions**

Students found to have committed infractions are subject to sanctions described, as applicable, for infractions in Sanctions. The following acts are examples of infractions:

Any unintentional act that, if it were intentional, would be a serious violation.

Any violation of the rules or policies established for a course or academic exercise.

**Sanctions**

For cases in which infractions or serious violations under the Academic Code of Conduct have been substantiated, the Director of the Center for Academic Advising, or the Dean of Education, may take the following actions:

**Infractions of the Academic Code of Conduct**

- Warning – A notification is placed in the student’s academic file indicating that an infraction of the
Serious Violations of the Academic Code of Conduct

Actions in this section may be taken when the violation of the Academic Code of Conduct is judged to be more serious than an infraction. Relevant disciplinary actions that may be taken include:

- Suspension from class for the remainder of the term, in which case the student must retake the course, pay the required tuition for the course when it is retaken, and forfeit all tuition and fees paid for the course.
- Suspension from the University for a term, or more, with no transcript notation. Conditions for readmission will be specified when this sanction is imposed.
- Termination from the University without a transcript notation.
- Termination from the University with a transcript notation indicating “Academic Misconduct Termination”.

Process and Procedures

Instances of allegations of academic misconduct must be reported to the Vice President for Student Success and Dean of Education. They will be reviewed and processed if substantiated.

Educational Records

The record of the final determination in all cases will be maintained in a student’s educational record, in the Registrar’s Office, for a period of not fewer than five years after the student’s departure from the University. A student may appeal for the removal of a “Suspension Due to Student Conduct” transcript notation, by submitting a request to the Dean of Education after three years have passed. The decision of the Dean of Education, with respect to such removal, shall be final.

STUDENT GRIEVANCE PROCEDURE

Any Coleman undergraduate or graduate student who believes that he/she has been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrected action if appropriate. A grievance is a complaint in writing made to the Grievance Committee that is comprised of the Department Chair, Dean of Education, Vice President for Student Success, the Director for the Center for Academic Advising, and another faculty member. The following steps are available to help resolve student grievances.

Types of Resolution

Informal Resolution

Before bringing an issue to the attention of the university, students should attempt to resolve the concern informally, through discussions with the faculty and/or the people most directly involved. Students who are uncertain of how to proceed may consult their Academic Advisor. At the request of the student, the Academic Advisor can arrange a meeting of the parties, attend that meeting, and attempt to aid in the resolution of the issue of concern. If no resolution results the student may file a Formal Complaint.

Formal Complaint

This final step may be used only if the Informal Resolution processes were unsuccessful. In order to file a Formal Complaint, students must complete a Grievance Form, which must include evidence supporting the complaint (if available), description of the solution sought by the complainant, and a brief history of the attempts made to resolve the issue. This will be reviewed by the Grievance Committee. This committee will investigate the grievance within two weeks of the submission and issue a written decision within three days of the hearing. All decisions of the Grievance Committee are final.

Formal Complaints submitted after 90 days of the occurrence will not be considered. This does not supersede other specifically stated timelines contained within this catalog.
Note: All materials submitted and gathered regarding Formal Complaints and Grievances will be stored electronically and placed in the student’s file.

Complaints about the implementation of this grievance policy may be addressed to the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC 20002-4241; Phone: (202) 336-6780

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.bppe.ca.gov.

Types of Student Grievance Appeals

Grade Appeals

Faculty members are vested with the authority to evaluate student standards of performance and assign corresponding grades. It is the responsibility of faculty to apply these standards and grading criteria uniformly. Final course grades submitted by faculty to the Registrar’s Office are presumed accurate, and are considered final.

Students can appeal a grade only when they can prove that any of the following has occurred:

- An error in calculating the grade.
- Assignment of a grade based on reasons other than the announced criteria and standards, or based on factors other than student achievement.
- Inconsistent, or inequitably applied, standards for evaluation of student academic performance.

If a student believes he/she has grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above-mentioned circumstances, the student must attempt to resolve the issue informally by providing evidence to the Academic Advisor. The Academic Advisor will then initiate the Informal Resolution process.

If the Informal Resolution process is unsuccessful, the student has 30 days to file a Formal Complaint and initiate the Student Grievance Procedure.

Satisfactory Academic Progress (SAP) Policy Appeals

A student, who wishes to appeal a determination that he/she is not making satisfactory academic progress, may submit a written appeal to the Director of the Center for Academic Advising for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student
- Mitigating circumstances that led to the student’s current academic status.
- How the student’s situation has changed
- The student’s plan for achieving required minimum standards of satisfactory academic progress

The Director of the Center for Academic Advising is responsible for determining the applicability of the mitigating circumstances in regards to severity, timeliness and the student’s ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student’s academic file. Regardless of the decision on the appeal, the student will not be eligible to receive financial aid until the student has successfully raised his/her GPA to 2.0 and/or ICR to 66.67% (The GPA requirement for Graduate students is 3.0).

STUDENT CODE OF CONDUCT & ETHICS

Students are subject to the civil laws and regulations in effect at the location where they are enrolled and the academic, and non-academic, codes of conduct published in the University’s catalog.

The policy of the University places responsibility on its students, who are expected to conduct themselves with discretion, and with regard to their fellow students and to the University. Students must observe school
regulations willingly, devote themselves seriously to their studies, and be honorable and upright in their living as well as in their associations with the University.

A student’s agreement to abide by the policies and procedures of the University is implicitly confirmed when the student accepts Coleman University’s admissions offer through the signing of the Enrollment Agreement and upon registration each term. Students are expected to respect the various administrative and academic policies listed in the University catalog, and to completely and accurately provide all financial aid information required. Failure to abide by any of the above constitutes grounds for probation, or dismissal from the University.

Students who engage in conduct that disrupts the orderly functioning of the University may be subject to probation or dismissal from the program as set forth in the academic and non-academic codes of conduct. Any student who is dismissed because of conduct detrimental to the best interest of the University or student body will not be reinstated. In the case of dismissal for cause, no fees will be refunded. Students are eligible to appeal the results of a code of conduct violation using Student Grievance procedures.

**Student Privacy & Identity Policy for Distance Education and Online Computing**

Login credentials distributed to the student by Coleman University are used to both protect the privacy and to verify the identity of the student. Credentials are considered privileged information; a student who knowingly shares credential information will face disciplinary action, up to and including expulsion from the university. Coleman University reserves the right to require verification of identity at enrollment and at any time thereafter, as it deems appropriate. Students who fail to provide verification of identity will face disciplinary action, up to and including expulsion from the institution.

**EXCEPTIONS TO ACADEMIC REGULATIONS**

A request for an exception to a published University academic policy or a request for any special academic privilege may be submitted, in writing, to the Dean of Education (or designee) or an Academic Advisor. All documentary evidence in support of each petition for an academic exception or academic privilege should be included in the submission. All exceptions, waivers and special privileges, are subject to review by the Dean of Education for a final decision. Students are encouraged to maintain their own copies of all paperwork submitted.
PART 9: COURSE DESCRIPTIONS

Not all courses listed in this catalog are available each term.

Instructors are encouraged to be as faithful as possible to published syllabi or lesson plans. However, if altering these is judged by instructors to be necessary, instructors may do so but are requested to share changes with their students in a timely manner how the course syllabi or lesson plans have changed.

Institutional Response Time to Online Course Assignment Submissions

Students enrolled in online courses will receive a response and/or evaluation within 48 hours of the institution's receipt of student assignments, projects, examinations, and any other submission requiring response and/or evaluation.

COURSE NUMBERING SYSTEM

The course numbering system is limited to three digits and is organized as follows:

000-099 Pre-baccalaureate developmental courses: Courses are not applicable to degree requirements. Preparatory courses

100-299 Lower-division undergraduate courses: Courses are general and introductory. They are intended to provide a foundation for advanced work. Courses primarily for first/second-year students

300-499 Upper division undergraduate courses: Courses generally assume prior knowledge and experience in the subject, with content more advanced or specific than lower division courses. Courses primarily for third/fourth-year students

500-699 Graduate level courses: Courses are open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. Courses primarily for advanced undergraduate and graduate students

# Identifies courses that are offered online
GE Identifies courses that are classified as General Education
* Identifies courses that are being taught out and that are no longer offered for future enrollments
ATGDD Courses that satisfy the Bachelor of Science in Game Development advance technology requirements
ATSD Courses that satisfy the Bachelor of Science in Software Development advanced technology requirement.
ATNS Courses that satisfy the Bachelor of Science in Cyber Security advanced technology requirement.

COURSE LIST

COM 100 Introduction to Computers (4 Units)

This course is designed to give the student a solid theory basis for PC repair. The course covers system types, system assembly, PC components, and diagnostic tools. Emphasis is placed on understanding PC components, how they function, and troubleshooting skills. Additional topics include PC installation, configuration, upgrading, troubleshooting, diagnosing, safety, preventative maintenance, operating systems diagnostics, and operating system upgrades.

Prerequisite(s): None.
COM 101 Introduction to Programming (4 Units)

Python is an open-source scripting language, which allows for rapid development of both large and small software systems. While easy to learn for beginners, the rich and robust debugger and profiler allow Python to be widely used. This course is an introduction to the Python programming language and designed for student with little to no prior programming experience. Python is named after Monty Python and its famous flying circus.
Prerequisite(s): None.

COM 103 Introduction to Game Programming (8 Units)

This course introduces the field of game programming, giving students a solid grasp of the concepts required to write a game. Students will learn and apply the basics of computer programming and key components including input, sound, and graphics, while developing a framework that will be applied in future game coursework.
Prerequisite(s): COM 101.

COM 107 Java Programming (8 Units)

This course introduces the student to the basics of computer programming/application development. Production of quality application software stands at the core. Emphasis is on the implementation of application design documents and the testing of the software produced. Students will gain experience in solving real world problems by working in the interface between application design and application programming. Design techniques incorporated will include the use of IPO (input/process/output) charts, hierarchy charts, pseudocode and flow charts. Implementation will be accomplished in a high level programming language. Emphasis is on processing of data of both primitive and abstract types as well as the manipulation of that data. The standard programming structures sequence, selection and repetition receive intense focus. Modularization is also covered.
Prerequisite(s): None.

COM 122 Web Interface Development (4 Units)

This course provides complete coverage of HTML, CSS, and XML including up-to-date coverage of HTML5 and CSS3 for Web site creation. It includes document enhancement with sound, video, and applets. Describes how Web forms are created and its interaction with a Web server. Included in the course it demonstrates using advanced CSS for designing or for the testing of mobile devices. This course introduces XML and how to create XML documents that include XML and mobile development. Finally it describes document validation against DTDs and schema vocabularies.
Prerequisite(s): None.

COM 123 Introduction to Programming and Logic (8 Units)

Course enables students to use C++ syntax to write well-structured programs. Students are introduced to C++ specific concepts such as pointers, DMA and OOP concepts such as data abstraction, encapsulation, inheritance and polymorphism.
Prerequisite(s): COM 101 and COM 103.

COM 152 Object-Oriented Programming I (8 Units)

This course introduces the student to the object-oriented design/programming paradigm. The focus is on the creation of class hierarchies that provide solutions to real world problems. Concepts covered include class to object inheritance, class to class inheritance, encapsulation, code reusability, creation and use of interfaces and creation and manipulation of collections/lists.
Prerequisite(s): COM 107.

COM 202 Object-Oriented Programming II (8 Units)

Working with data is fundamental to software development. Java Collections are data structures designed to store and process data in memory. Furthermore, every developer needs to know how to write multi-threaded applications. This course builds on Object-Oriented Programming I to further explore intermediate and advanced features of the Java programming language. Some of the advanced
topics that the students will cover include; learning how to use the collection framework to help in storing and processing the data efficiently, working with multiple threads to improve performance of software applications, and concurrency techniques to solve resulting synchronization and communication problems. Prerequisite: COM 152

COM 203 Intermediate Programming (C++) (8 Units)
This course is organized to provide a pedagogical path that starts with the C++ programming and object-oriented design. We provide an early discussion of concrete structures, like arrays and linked lists, in order to provide a concrete footing to build upon when constructing other data structures. We then add foundational techniques like recursion and algorithm analysis, and, we present fundamental data structures and algorithms, concluding with a discussion of memory management (that is, the architectural underpinnings of data structures).
Prerequisite(s): COM 101, COM 103, COM 123.

COM 212 Machine Learning Foundation (4 Units)
Machine Learning is the science of getting computers to act without being explicitly programmed. In the past decade, machine learning has given us self-driving cars, practical speech recognition, effective web search, and the list goes on. Machine learning is everywhere and more companies are using this type of technology in their practice. Many researchers also think it is the best way to make progress towards human-level AI.

In this course, students will learn about the most effective machine learning techniques, and gain practice implementing them and getting them to work. More importantly, students will learn about not only the theoretical underpinnings of learning, but also gain the practical know-how needed to quickly and powerfully apply these techniques to new problems.
Prerequisite(s): None.

COM 222 Client-Side Web Programming (4 Units)
This course provides an introduction to JavaScript and the related technologies, AJAX and DHTML. This course of study provides the student with in depth client-side scripting capabilities. The students will be guided through the fundamentals of JavaScript syntax as well as the jQuery basics such as selecting and manipulating DOM elements, assigning attributes, traversing tools, and CSS/Styling. Subsequent modules will delve deeper into advanced concepts such as jQuery core, events and effects, plugins, embedding API’s, performance best practices, and managing dependencies. Industry standard software testing and debugging techniques are also introduced.
Prerequisite(s): COM 122.

COM 232 SQL and Database Design (4 Units)
This course is an introduction to Database Design and the SQL language. The Relational Database model will be covered in detail, along with basic database design and the fundamentals of the SQL data manipulation language. The focus will be on data retrieval, but design concepts and data normalization will also be discussed. Database administration and security will also be introduced.
Prerequisite(s): None.

COM 233 Level Design I (4 Units)
This course introduces the student to the Unity Game Engine. Topics include: incorporating terrains and externally produced 3D models, utilizing a first person character, scripting and animation, particle systems, sound, lighting, shadows, and more. It takes a practical approach, and enables the student to rapidly use the Unity Game Engine to develop games.
Prerequisite(s): COM 153, DSN 140, DSN 253.

COM 239 Software Testing (4 Units)
This course provides an introduction to systematic and organized approaches to software testing. The goal of the course is to provide students with the skill to select and apply a testing strategy and testing techniques that are appropriate to a particular software system or component. In addition, the student
will become familiar with using a web-based bug tracking tool to assess the effectiveness of their testing activity, and to provide evidence to justify their evaluation. Students will learn the theory behind criteria-based test design and to apply that theory in practice. Topics include test case design, the various levels of testing, test management, evaluating software quality, validation of test outputs, report generation, test coverage criteria, STLC, and test metrics. 

Prerequisite(s): At least one of the following courses: COM 107, COM 122, COM 212, or COM 232.

COM 242 Server-Side Web Development (4 Units)

In this course the student will learn to develop applications that serve as the informational backbone for the World Wide Web and Internet services. The student will create dynamically-generated web pages, draw and deliver information from database systems, secure information assets, receive validated inputs, and deliver, retrieve, and manipulate files, images and other assets. 

Prerequisite(s): COM 122 and COM 232.

COM 253 Game Programming (C#) (8 Units)

This course introduces the student to programming interactive computer games with an emphasis on C# programming, using Direct X. The student will explore the basics of C#, implementation of fundamental tasks in Direct3D, and combine a variety of techniques and special effects into a playable game.

Prerequisite(s): COM 101, COM 103, COM 123.

COM 259 Linux Fundamentals (8 Units)

History, concepts, and facilities of the LINUX operating system will be discussed. The course introduces the user interface, common commands, and basic system administration of a LINUX operating system. Students will learn how to write and execute LINUX shell scripts used for the controlled execution of a series of basic LINUX commands. The basics of script writing – creation, writing in the shell programming language, debugging, and execution – will be covered, along with an overview of built-in shell commands available to the user. Advanced topics will include use of user/shell/environmental variables, script commands for decision-making, looping and flow-control, and creation of shell aliases and functions. 

Prerequisite(s): None.

COM 262 Mobile Development (8 Units)

This course provides an introduction to Mobile Development. The students will learn application development on the Android platform. Topics will include memory management; user interface design; user interface building; input methods; data handling; network techniques; and finally, specifics such as GPS and motion sensing. Students are expected to work on a project that produces a professional-quality mobile application. Projects will be deployed in real-world applications. Course work will include project conception, design, implementation, and pilot testing on an actual handheld device. 

Prerequisite(s): COM 202 and COM 232.

COM 283 DirectX (4 Units)

This course introduces programming interactive computer graphics using DirectX10. The course is designed to give the student a deeper understanding of how vectors, matrices, and transformations are used in computer games. The student will also explore techniques for creating special effects, including reflections, while learning new features such as geometry shaders and the rendering pipeline. 

Prerequisite(s): COM 103, COM 123, COM 203, MAT 162, MAT 165.

*COM 290 Systems Design and Implementation (8 Units)

Students will apply the fundamental concepts of systems analysis and design in a comprehensive capstone project. Students will use the concepts and skill sets acquired in the previous classes to design and build an IT solution in a real world business scenario. The comprehensive capstone project will require students to work cooperatively in designing and implementing all aspects of an IT system. 

Prerequisite(s): COM 212, COM 222, COM 242, COM 262, ENG 110, and ENG 200. *This course is no longer offered to new students.
COM 293 Game Programming Capstone (8 Units)
The comprehensive capstone project will require students to work cooperatively to design and implement a game. Students will apply the concepts of game architecture and design acquired in previous classes to create at least one level of a comprehensive game that will include opening, game play, credits, and documentation. Project will require students to work cooperatively in designing and implementing their own game.
Prerequisite(s): COM 233, COM 253, and DSN 263.

ATGDD COM 300 Introduction to Algorithms and Optimization (4 Units)
Algorithms are a big part of computer science; the practical application has countless intellectual depth. This course emphasizes the relationship between algorithms and programming and introduces useful algorithms: Sorting, Searching, Trees algorithms, Graph Algorithms, Shortest path, and Network flow. Reviewing and discussing general techniques such as Iteration and recursion Divide and Conquer, Greedy methods, Dynamic programming, linear programming, and Randomization. Upon completion students will understand methodology of Correctness, Complexity, and Limitations of computation.
Prerequisite(s):  COM 203, MAT 290

ATGDD COM 303 3D Printing and Modeling (4 Units)
This course introduces the student to the wonderful world of 3D printing.
Since its introduction, 3D printing is being used for more and more innovative solutions, from prototyping and production of new products to reproducing human organs. This class will cover production of quality 3D models and the proper procedure for printing them correctly.
Prerequisite(s): None.

COM 305 Design Patterns (4 Units)
Modern software development depends heavily on design patterns to facilitate the construction of quality products. Students will explore the most widely used software design patterns. Each pattern represents a best practice solution to a software problem in a specific context. Additionally, this course will cover the rationale and benefits of object-oriented software design patterns. Students will examine numerous scenarios to develop skill in the implementation of good design patterns.
Prerequisite(s): COM 202, COM 222, COM 262.

COM 315 Ethics in Information Technology (4 units)
As a computing professional, software developers need to be aware of their ethical responsibilities. The goal of the course is to lay the foundation for ethical decision-making and the methodologies commonly used in making those decisions with respect to software development. Topics include intellectual property, privacy, internet crime, social networking, and security.
Prerequisite(s): None.

COM 339 Advanced Software Testing (4 Units)
Traditional software testing and debugging accounts for more than half the cost of software development, but often fails to find many critical bugs. As a result, developing effective software testing processes and techniques is a critical skillset in the industry. The student will build on the fundamental principles of software testing learned in the previous course, and explore advanced, automated testing techniques.
Prerequisite(s): COM 239.
COM 373 LUA Scripting (4 Units)

This course introduces the LUA scripting language in the context of video game implementation and design. Students will discover the power and simplicity of scripting languages in a hands-on approach that will cover every major video game requirement from standard game mechanics and simple artificial intelligence to graphical user interface implementation and graphics rendering.
Prerequisite(s): COM 293.

COM 382 Survey of Operating Systems (4 Units)

Software Development professionals seeking to develop maximally efficient applications need a clear understanding of operating system resource allocation and management. In this course students will explore the management of memory and processes. Device, file and network resource management is also covered. Special attention will be given to operating systems that are currently popular in industry to include the various derivations of UNIX, and Windows.
Prerequisite(s): None

COM 385 Systems Design (4 Units)

Students will apply the concepts of systems analysis and design in a comprehensive software project. Students will use the concepts and skill sets acquired in the previous classes to design and build an IT solution in a real world business scenario. The final project will require students to work cooperatively in designing and implementing all aspects of an IT system. The emphasis is on current system development methodologies.
Prerequisite(s): Successful completion of all Lower Division Technology courses.

COM 400 Senior Project (4 Units)

This course is designed to model Software Development activities. Real jobs require planning, critical thinking and analysis, reading/writing/research skills, and meeting deadlines. This course will require students to be presenting an exhibition of their best work. It will showcase all the techniques and experience students have gained while being a student at Coleman University.
Prerequisite(s): Completion of all Advanced Technology Requirements

COM 403 Advanced DirectX (4 Units)

This course enables the students to apply Direct3D to implement a variety of interesting techniques and special effects. The students will learn and implement techniques such as working with meshes, terrain rendering, picking, particle systems, environment mapping, normal mapping, shadows, and rendering to textures.
Prerequisite(s): COM 283, COM 293.

COM 410 Python (4 Units)

Python is used in a variety of tasks in the computing industry, from automated scripts to graphical user interfaces. This course will introduce the Python language, as well as the versatile roles it can play in the computing industry. We will investigate topics such as: automation, data structures, and web development.
Prerequisite(s): COM 290.

COM 413 Game AI Concepts (4 Units)

This course identifies the core types of AI behavior and their uses, such as pathfinding, fuzzy logic, cooperative behavior, decision trees, neural nets, adaptive and heuristics. It will illustrate how game AI creates challenges and a sense of satisfaction for the gamer. The student will create and implement AI agents through a variety of means.
Prerequisite(s): COM 293.

COM 420 Fundamentals of Project Planning and Management (4 Units)

Project management plays a crucial role in the efficient execution and completion software projects. This course introduces the project management process as it applies to software development. Working from a
set of software requirements, students will create software development project plans.
Prerequisite(s): None

**COM 423 Business of Gaming (4 Units)**
This course will provide GDD students with fundamental understanding of the underlying functions, goals, and language of the businesses in which they are about to contribute. Students will learn lessons from historical game releases that can be applied to new projects alongside general business best practices. They will also learn the new revenue models currently being used in the industry and how to leverage those tools for maximum benefit while engaging, not alienating customers.
Prerequisite(s): COM 293.

**COM 424 Senior Project I (8 Units)**
The achievement in obtaining a bachelor’s degree is the completion of Senior Project I & II. In Senior Project I students work in teams to design and develop an alpha build which upon completion, all class participants demonstrate their project to an audience that includes industry guests, faculty, staff, and other students. With the freedom of choice, the students are placed into studio roles and are responsible for the day to day duties, the project will require a lot of planning so the choice students make in the early phases can determine how successful and fun the projects turns out to be.
Prerequisite(s): COM 293.

**COM 425 Senior Project II (8 Units)**
The achievement in obtaining a bachelor’s degree is the completion of Senior Project I & II. In Senior Project II, students continue the development process to a beta build, upon receiving feedback from Project I presentation, the team will improve upon the development and incorporate additional project goals to improve mechanics, game play, aesthetics, and immersion. At the end of the course the team will demonstrate their project to an audience that includes industry guests, faculty, staff, and other students.
Prerequisite(s): COM 424.

**ATGDD COM 493 Game Development Internship (4 Units)**
The student will be employed by a local business/organization to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the respective student’s degree. The focus of this course is on the further development of skills learned in a real business/project.
Prerequisite(s): COM 293.

**ATSD COM 495 Software Development Internship (4 Units)**
The student will be employed by a local business/organization to apply the knowledge, practice the skills, and display the attitudes developed during the course of study for the respective student’s degree. The focus of this course is on the development/execution of a real world project.
Prerequisite(s): Successful completion of at least one Bachelor level course.

**COM 620 Advanced Systems Analysis and Design (5 Units)**
This course is designed to give students a solid foundation in systems analysis and design. The course provides in-depth coverage of established and evolving methods in information system development, demonstrating that the key to successful information system implementation starts with proper analysis and design. The course provides a broad overview of information systems development approaches including traditional structured approaches and newer object oriented approaches. As future IT managers, students will gain a general understanding of the tasks performed by systems analysts and designers.
Prerequisite(s): None.

**COM 640 Distributive Communications & New Technology (5 Units)**
This course explores the basics and convergence of current data and voice communications on a local and global level, utilizing both conducted and radiated media. Reference and usage networking models are employed to reduce the complexity of the communications systems involved. Important protocols and standards at various networking layers are discussed in detail.
Prerequisite(s): None.

**COM 656 Management of Information Security (5 Units)**
This course focuses on the managerial aspects of information security and assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security is included to reinforce key concepts. The course includes up-to-date information on changes in the field, such as national and international laws and international standards like the ISO 27000 series.
Prerequisite(s): None.

**COM 660 Database Systems (5 Units)**
This course is designed to give students a solid foundation in practical database design. The course provides in-depth coverage of database design, demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. As future IT managers, students will gain a general understanding of the tasks performed by database modelers, designers, developers, and administrators.
Prerequisite(s): None.

**COM 671 Business Intelligence and Decision Support Systems (5 Units)**
This course provides an overview of business intelligence and data warehousing and explores the major facets of developing and using a data warehouse to make effective business decisions. The course introduces the development of systems designed to capture relevant data from all segments of an enterprise, to organize the data into a coherent structure, and to provide the means to analyze the data to make rational decision using statistical calculations. The course will allow the students to gain an understanding of the decision-making process utilizing both Microsoft Excel and Expert Choice-Comparion software.
Prerequisite(s): None.

**COM 685 Management of Network Technology Readiness (5 Units)**
This course provides a detailed overview of the role of a manager of network technologies with respect to assessing a business’s readiness for electronic commerce. Specifically, this course addresses several flexible strategies for sustaining Web-based commerce, including identifying the correct business model, techniques for creating sustainable electronic commerce value, integrating net and business priorities, aligning leadership and governance models for maximum impact, and using the net to redraw the boundaries of industry. Emphasis is on the new rules that management uses for successful business modeling in the explosive Web-based industry of electronic commerce.
Prerequisite(s): None.

**COM 690 Management of Emerging Technologies (5 Units)**
This course focuses on the practical application of innovation. It examines the innovation process, research and development, and product development. The management of high-tech marketing, service innovation, and biotechnology innovation are also addressed. There is an emphasis on the business and technological base of innovation.
Prerequisite(s): None.

**DSN 123 Fundamentals of Game Design (4 Units)**
This course covers the basic elements of game design including what a game is, how a game works, and what decisions must be made before the start of any project. The student will learn about user experience, core mechanics, and different game genres, conventions, and pitfalls.
Prerequisite(s): None.

**DSN 140 Digital Images I (4 Units)**
This course introduces students to image-editing software as a design tool. Emphasis is placed on the application of design principles in the production process and the optimization of project workflow.
Specific topics covered include properly scanning and digitizing artwork, enhancing and color correcting photographic images, optimizing images for web delivery, manipulating graphics, and applying advanced effects to enhance existing art or create new art.

Prerequisite(s): None.

**DSN 253 Hard Surface Modeling (4 Units)**
This course focuses on polygon modeling, texturing, and animation in the 3D environment; emphasis will be placed on low-poly modeling for gaming. Students create and manipulate primitive shapes; apply position, texturing, lighting and rendering of scenes/environments. Students will create the basic building blocks for producing still images, animate 3D models and scenes for the game programmer.

Prerequisite(s): DSN 140.

**DSN 263 Shader Materials (4 Units)**
The student will apply the concepts and skills from previous classes to create animated scenes. The focus will be on 2D texturing for a 3D program and the image layout needed to create realistic interactive environments. The student will learn the process of layout and texture creation and implement it in a 3D animation scene. On completion of this class, the student will have created a scene incorporating various textures.

Prerequisite(s): DSN 253.

**DSN 283: Environmental and Asset Development (4 Units)**
The Environmental and Asset Development course is a continuing evolution in the realm of the game development pipeline. The course will include a major project environment broken down into several smaller iterations with a director presentation after each milestone/sprint has been reached. The student will get hands on experience developing a 2 dimensional scene design that will become a full 3D scene within an engine. The scene will consist of organic environmental assets, architectural assets, and a vehicular asset.

Prerequisite(s): DSN 140, DSN 253, DSN 273.

**ATGDD DSN 343 Game Story and Character Design (4 Units)**
This particular course will teach the students how to build unique story worlds and create true, interactive narrative. Students will also learn how to create compelling characters that the player will continue to identify with throughout the game while following the traditional character arc, deviating when required. They will also be introduced to the important, basic concepts involved in the traditional Creative Writing medium such as: the Syd Field Paradigm, the Hero’s Journey from Joseph Campbell, plot structure through the plot mountain diagram, and plot devices like En Media Res.

Prerequisite(s): COM 293.

**ATGDD DSN 353 Level Design II (4 Units)**
This course focuses the skill set by taking the student step by step through the process of planning, construction, and refining an original level that has been designed for this course. This course will cover the unique learning experience by providing a design experience utilizing the industry standard Unreal 3 Engine/ Unreal Development Kit. After creating a concept for the game, the student will work through the blueprint, blocking in, building, lighting, scripting, and polishing of a game level.

Prerequisite(s): COM 233 and COM 293.

**DSN 363 Lighting and VFX (4 Units)**
This course focuses on the introduction of procedural methodology for creating lighting and VFX commonly used in Cinematics, Films, Movies, and Game Development.

Prerequisite(s): COM 293.

**ENG 110 College Composition (4 Units) GE**
Instruction in the theory and guidelines of composition for college writing, with an emphasis on the following: grammar review, rhetorical strategies, essay writing, collaborative writing, and academic
writing. This course must be taken within the first term of Distance Education or before any other Distance Education class.

Prerequisite(s): None.

**ENG 120 Technical Writing (4 Units)**

Theory, organization, requirements, rhetorical strategies and collaborative writing skills are emphasized in the composition of technical communications, including definitions, mechanical descriptions, instructions, process analysis, and technical documents.

Prerequisite(s): ENG 110.

**ENG 200 Communications (4 Units) GE**

Communications is designed to introduce students to the theory and use of human and public communication. Various types of communication studied include the following: perception, listening, verbal, nonverbal, interpersonal, intercultural, small group, organizational, and public speaking.

Prerequisite(s): None.

**ENG 302 Comparative Literature (4 Units) GE**

Comparative literature will look at literature from various parts of the world. The emphasis in this class will be in reading and interpreting works, as well as analytical research. The class will focus on material from the 1650s to present day.

Prerequisite(s): ENG 110.

**ENG 330 Writing the Screenplay (4 Units) GE**

Screenwriting will teach students how to analyze screenplays as a form of literature distinct from fiction and poetry. Students will learn how to analyze screenplays in terms of characterization, setting, dialogue, point of view, and plot. They will apply their analytical skills to writing an essay, defending the quality and ability of a particular screenplay in conveying a story through these elements. They will apply their skills to writing their own original screenplays, developing their own creative and analytical thinking abilities.

Prerequisite(s): ENG 110.

**ENG 351 Creative Writing (4 Units) GE**

Creative writing is designed to give students experience writing a variety of forms of fiction. Students will keep creative writing journals, create poetry, and write a short story. The course will also introduce students to a variety of Web-based and community groups for creative writers.

Prerequisite(s): ENG 110.

**ENG 450 Science Fiction (4 Units) GE**

This course is a study of the classic themes and ideas in use in Science Fiction literature, in conjunction with a historical analysis of the changes that have occurred in the genre from its formative years to the present day.

Prerequisite(s): ENG 110.

**ENG 460 Thriller and Horror (4 Units) GE**

An analytical study of modern horror and thriller literature, emphasizing the contributions made by each of the standard elements of fiction - plot, characterization, setting, point of view and theme - to the visceral impact of the genre. Warning: This course requires discussions on materials that contain adult themes and language.

Prerequisite(s): ENG 110.

**ENG 490 Comics as Literature (4 Units) GE**

Students will investigate and analyze the various genres within sequential art. In-class and outside readings will assist students in understanding the connection between graphic storytelling, contemporary society, and world literature. This course will stress the importance of visual literacy and critical thinking as it applies to narration and storytelling. Topics covered will include memoir, literary fiction, superheroes,
social commentaries, and web comics.
Prerequisite(s): ENG 110.

**HUM 110 Introduction to the Humanities I (4 Units) GE**
The student will develop an understanding and appreciation of man's cultural heritage from ancient
Mesopotamia to the Middle Ages. The course uses an interdisciplinary approach to the comparative
humanities, including a study of literature, philosophy, music, visual arts, and history.
Prerequisite(s): None.

**HUM 115 Introduction to the Humanities II (4 Units) GE**
This course is a continued study of man's cultural heritage from the beginnings of modernity in the
Renaissance and 17th century through the European Enlightenment and Romanticism in the 18th
and early 19th centuries, and Modernism and Postmodernism in the 20th century. An interdisciplinary
approach is used to compare literature, philosophy, music, visual arts, and history.
Prerequisite(s): None.

**HUM 225 Ethics (4 Units) GE**
This course is an exploration of basic theories of right and wrong, including the concepts of divine law,
intuition utilitarianism, egoism, existentialism and situation ethics.
Prerequisite(s): None.

**HUM 306 American Art (4 Units) GE**
American Art explores the epic history of art in America as reflected by artists in every medium and
genre, from “primitive” portraits of the Colonial era to the complex visions of the present day. The unique
vision of American Art will be presented through lectures, discussions, and multimedia presentations
emphasizing formal analysis and historical context.
Prerequisite(s): ENG 110.

**HUM 320 World Drama (4 Units) GE**
This course is a survey of selected masterpieces of world drama. It includes reading plays by
Euripides, Shakespeare, Moliere, Ibsen, Chekov, and Tennessee Williams, and viewing film versions of
classical and modern drama. Warning: This course may require discussions on materials that contain adult
themes and language.
Prerequisite(s): ENG 110.

**HUM 410 The Art of the Film (4 Units)**
A comprehensive study of various elements (both artistic and technical) involved in the development of a
successful film. It includes substantial film viewing requirements that must be met by the student. Warning:
This course may require discussions on materials that contain adult themes and language.
Prerequisite(s): ENG 110.

**HUM 415 Folklore (4 Units)**
Students will consider the role that folklore plays in the lives of people around the world. In class and
outside readings will focus on a variety of traditional genres including legend, folktale, riddle, folk group,
art, and music. Through fieldwork, a research paper, and course materials, students will explore the way(s)
that folklore contributes to their contemporary lives. This course will stress the importance of folklore in
regards to issues of identity, class, ethnicity, and nationalism.
Prerequisite(s): ENG 110

**HUM 420 Comparative Religion (4 Units) GE**
This course is a comparative study of the great religions of the world. Philosophy of culture is explored
and the important developments in Eastern and Western philosophy are considered. This course does not
take a position on the relative merits of the religions examined.
Prerequisite(s): ENG 110.
HUM 490 World History Through the Graphic Novel, 1900-Present (4 Units) GE
Students will understand and analyze world history from 1900 to the present through graphic novels. In class and outside reading will encourage students to identify historical trends through nontraditional sources. This course will stress the importance of visual literacy and how it relates to history. Historical trends that will be discussed include manifest destiny, world relations and economy, and colonialism. Prerequisite(s): ENG 110.

MAT 162 Algebra I (4 Units) GE
This course focuses on intermediate algebra, which serves as the foundation for calculus and statistics. Topics include real numbers, equations and inequalities in one variable, linear equations and their graphs, functions, and systems of linear equations. Prerequisite(s): None.

MAT 165 Algebra II (4 Units)
Algebra II continues and expands the foundation established in MAT 162 Algebra I. This algebra course serves as the foundation for statistics and discrete mathematics, which is critical to the Information Technology Industry. Topics include Rational expression and functions, a review of, and extension of the use of, Quadratic equations, Exponential and Logarithmic Functions, Nonlinear functions, Statistical Concepts, Counting processes, Set Theory, Introduction of Boolean Algebra and Graph and Game Theory towards Decision-Making tools. Prerequisite(s): MAT 162.

MAT 290 Discrete Math (4 Units)
Introduction to theories and methods of mathematics relative to computer science but taught from a mathematics perspective. Topics include logic, set theory, elementary number theory, methods of proofs, and proof writing (direct, indirect and math induction), combinatorial, probability, relations and functions, and graph theory. Prerequisite: MAT 162 and MAT 165.

MBA 601 Risk Management & Mitigation Strategies (5 Units)
The success of an Information Security Management Program relies heavily on the success of a corporation’s Risk Management Program. Risk analysis is one of the most important steps in business continuity planning and includes identification of threats and vulnerabilities to corporate assets. Students will analyze the results of given risk analysis scenarios and identify the most appropriate risk management and mitigation strategies to address information asset protection. Prerequisite(s): None.

MBA 610 Global Information Systems (5 Units)
In this course, students will learn about Information Systems and Technology (IST) requirements that support the management and development of global business and economy. Students will learn about the challenges facing global telecommunications and computer networks, global process management, globalization competencies, virtual and collocated information systems teams, user interface, internationalization and localization of products and impacts of cultures and political systems, and global knowledge management tools. Prerequisite(s): None.

MBA 615 Project Management (5 Units)
This course focuses on learning the principles, practices, and techniques of project management using a practical, day-to-day approach. It examines resource constraints, people issues, and use of statistical tools. Topics include change, leadership skills, communication, team, and cultural diversity, scheduling concepts, problem solving techniques, Work Breakdown Structure, time/cost tradeoff techniques, critical path analyses, and use of a project management application. The concepts expressed here are accessible to students of all backgrounds. Prerequisite(s): None.
# MBA 620 International Business Management (5 Units)
This course provides an overview of the meaning of globalization and its impact on business management. It introduces students to the structure of global business, global forces that act on managing businesses locally, and the importance of understanding the laws and policies of other nations for effective business management in a global context. This course describes business planning, organization, marketing, and competitive intelligence for local businesses conducting international activities.
Prerequisite(s): None.

# MBA 625 Marketing Strategy and E-Commerce (5 Units)
This course provides students an opportunity to explore various aspects of Marketing from a managerial perspective. Because the specific responsibilities of a marketing manager vary across industries and firms, the focus of the coursework is on general decision-making and critical thinking skills. By honing these core skills, and developing the ability to articulate ideas in writing, students who successfully complete the course will enter professional life well equipped for dealing with the fluid nature of marketing problems facing individual organizations.
Prerequisite(s): None.

# MBA 630 Statistics and Research Methodology (5 Units)
This course focuses on the typical mathematical and quantitative reasoning skills needed in business management. Emphasis is on the practical application and problem-solving skills required of today's business professional as well as the investor and consumer. Students will use Excel spreadsheets to assist in mathematical analyses and quantitative reasoning assignments.
Prerequisite(s): None.

# MBA 635 Management Support Through Information Systems (5 Units)
This course explores information systems and how they support strategic analysis, planning, decision-making, communication, collaboration, and intra- and inter-organizational transactions. Packaged products, custom-built solutions, vendor selection, and emerging technologies are examined through common business scenarios.
Prerequisite(s): None.

# MBA 640 Strategic Planning (5 Units)
This course covers strategic planning and innovation by analyzing both the internal and external factors of the business environment. Managing change in internal processes and structures will be addressed. Emphasis is placed on the use of technology to support planning, implementation, and evaluation of strategic management techniques.
Prerequisite(s): None.

MBA 645 Managerial Economics (5 Units)
This course assesses the benefits of financial and trade integration, and the economic principles of decision making (including production, cost theory, how much to produce, what inputs to use, pricing, consumers response to price changes, opportunity costs, factors of production, and risk and uncertainty). Furthermore, the course covers important factors for businesses to consider in a changing economic, social, and global environment.
Prerequisite(s): None.

# MBA 650 Organizational Design for Effectiveness (5 Units)
This course examines emerging conceptual frameworks for understanding organizational design, structure, behavior, analysis, and practices of organizational design to enhance business effectiveness. It also examines techniques for improving member fulfillment by means of planned change.
Prerequisite(s): None.

# MBA 655 Human Resource Management (5 Units)
The course explores personnel management for effective business practices, including employee
selection, training, retention, and evaluation. The impact of the human relations factor on organizational
effectiveness is also discussed.
Prerequisite(s): None.

**MBA665 Leadership in the 21st Century**

An interactive study of the techniques, traits, and skills needed by the leader in today's business
environment. Topics include conflict resolution, mentoring, training and development, and identification
of leadership talent in organizations. Various models and business cultures will be discussed to assist
students in improving the organization behavior in the work place.
Prerequisite(s): None.

**MBA 675 Business Consultancy (5 Units)**

This course provides students with the opportunity to integrate theoretical foundations of consulting
with methods of organizational evaluation. Students will apply consultancy tools to assess organizational
efficiency.
Prerequisite(s): None.

**MBA 680 Financial Management and Analysis (5 Units)**

This course prepares students to select and analyze accounting information for internal use by managers
for decision-making, planning, directing, and controlling purposes. The focus is on cost terms and
concepts, cost behavior, cost structure, and cost-volume-profit analysis, with an examination of profit
planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in
organizations.
Prerequisite(s): None.

**MBA 690 CAPSTONE (5 Units)**

The purpose of the CAPSTONE course is to help students integrate the diverse disciplines of business,
accounting, finance, leadership, marketing, operations, and economics into a coherent strategic whole.
This course involves business analysis, strategy development, implementation, and assessment. It will
address and explore effective decision-making and execution in the global environment. Students will
also explore the importance of social responsibility in global organizations as a tool to sustain competitive
advantages.
Prerequisite(s): Core MBA courses.

**MHC 675 Survey of the U.S. Health Care System (5 Units)**

This course offers a systematic approach to understanding the nature, structure, and functions of the
U.S. health care system. Topics include the history of medical care in the U.S. with descriptions of the
variety of health personnel and facilities that comprise the system, including an investigation of selected
contemporary health policy issues, public health, mental health, medical insurance coverage, current
federal statutes and standards, and alternative systems.
Prerequisite(s): None.

**MHC 685 Financial Management for Health Care Organizations (5 Units)**

This course provides students with a foundation for using modern techniques of financial decision-making,
planning, directing, and controlling purposes in health care organizations. The course introduces students
to selected financial topics such as cost concepts, costing systems, cost-volume-profit analysis, cost and
revenue prediction, pricing strategies, budgeting, capital budgeting, accounting, sources of financing, and
variance analysis. The use of information technology is stressed in all of the above. Examples are provided
from a variety of providers, including health maintenance organizations, hospitals, physician practices,
home health agencies, nursing units, surgical centers, and integrated health care systems.
Prerequisite(s): None.

**MHC 690 Quality Management in Health Care (5 Units)**

This course provides the student with an understanding of the components of a quality management
program: quality assessment, risk management, utilization management, and outcomes assessment. Students learn to apply principles, processes, and tools used in Continuous Quality Improvement. The roles of teams, groups, and organizations and their impacts on policies and processes for quality and safety assurance of patients are also presented.
Prerequisite(s): None.

**MHC 695 Health Information Systems (5 Units)**

This course is a comprehensive introduction to concepts and applications of information management in health care. Students explore the latest legislation affecting health data as well as the use of data warehousing, web technologies, database management systems, manipulation of electronic health records, and regulatory compliance in health information practice.
Prerequisite(s): None.

**NET 208 Windows Clients (4 Units)**

This course provides an introduction to the Microsoft Windows Desktop/Client operating system with an overview of Windows networking. Topics of discussion and hands-on exercises include system installation, the file system, profiles, policies, security, protocols, networking, and remote access, printing, and troubleshooting.
Prerequisite(s): None.

**NET 209 Windows Servers (8 Units)**

This course provides students with a broad understanding of Microsoft Windows servers including installation, configuration, management, and monitoring of server operating systems. Students will discuss and configure various file systems and disk management functions. General network administration will include peer-to-peer networking, an introduction to domain management, active directory services, routing and remote access, printing, and application server functions.
Prerequisite(s): NET 208.

**NET 210 Wireless Technologies (4 Units)**

This course is a concept and theory class on today’s wireless technologies in use. Topics covered will be Wireless LANs, Satellite Communications, Cellular Technology, Bluetooth, Global Positioning Systems, as well as general wireless digital technologies.
Prerequisite(s): None.

**NET 225 Introduction to CISCO Routing (8 Units)**

This course presents fundamentals in networking and internetworking structure and theory, IP addressing, Binary Mathematics, LAN topologies and architecture, basic design, cables and cabling standards, and basic networking cabling. Students will learn through theory and a hands-on application. This is the first of four classes that lead students towards obtaining the Cisco CCNA certification.
Prerequisite(s): NET 240.

**NET 232 Routing and Switching Essentials (8 Units)**

This course presents fundamentals in router configuration and internetworking structure and theory, the OIS model, IP addressing, LAN and WAN topologies and architecture, Routed and Routing WAN topologies, router modes, router components, routing protocols, router setup, router configuration, Cisco IOS command and configuration and TCP/IP. Students will learn through theory and a hands-on application. This is the second of four classes that lead students towards obtaining the Cisco CCNA certification.
Prerequisite(s): NET 225.

**NET 235 Virtualization (4 Units)**

Virtualization is a strategic technology which forms the basis for private and public cloud systems, and reduces overall IT cost. In this course students will study virtualization architecture, platforms, technologies, and develop knowledge and proficiency with virtualization, along with best practices.
Prerequisite(s): None.

**NET 240 Advanced TCP/IP (4 Units)**
This course is an in-depth examination of the TCP/IP stack with special emphasis on the Transport and Network layer protocols.
Prerequisite(s): NET 250.

**NET 250 Networking Concepts (4 Units)**
This course covers the basic concepts of Local Area Networks (LANs) and their technologies. This course will use a technical approach to LANs including an overview of Networking Protocols, Topographies, Media, and Networking Devices using the Open System Interconnection (OSI) Reference Model. This course shows how data flows from the Home, Small Office/Home Office (SOHO), and Enterprise networks.
Prerequisite(s): None.

**NET 260 Linux Network Administration (4 Units)**
Linux Network Administration addresses the skills needed to set up and maintain a Linux operating system. Essential tasks of the Linux administrator will be discussed. From a task-oriented perspective, the course will explore the concepts, structure, and assumptions that define a Linux environment using the commands, procedures, and strategies necessary to succeed as a Linux administrator.
Prerequisite(s): None.

**NET 300 Windows Shell Scripting (4 Units)**
This course focuses on the current scripting environment used by the Windows operating systems for automation. Subjects will include introduction of common commands, usage, remote execution, expansion with WMI concepts, inclusion of security and management system modification, error handling, analysis, and creation of script examples.
Prerequisite(s): None.

**ATNS NET 370 Windows Shell Scripting (4 Units)**
This course focuses on the current scripting environment used by the Windows operating systems for automation. Subjects will include introduction of common commands, usage, remote execution, expansion with WMI concepts, inclusion of Active Directory modification, error handling, analysis, and creation of script examples.
Prerequisite(s): NET 209.

**ATNS NET 435 Scaling Networks (8 Units)**
This course presents fundamentals in LAN (Local Area Network) design, configuration and internetworking structure and theory, a review of OSI model layers and functions, LAN switching, VLANS (Virtual LANs), routing protocols, routing configuration, monitoring and troubleshooting. Students will learn through theory and hands on application to design, configure, install and implement a LAN.
Prerequisite(s): NET 232.

**ATNS NET 440 Connecting Networks (8 Units)**
This course presents fundamentals in Wide Area Network Topologies, Interfaces, Protocols, Linking technology, Frame encapsulation, Design, internetworking structure and theory, ISDN and ISDN components, configuration, Frame Relay, and Subinterfaces. Students will learn through theory and hands-on application, the process of designing, configuring, installing and implementing a Wide Area Network.
Prerequisite(s): NET 435.

**SCI 100 Biology (4 Units) GE**
This course will foster an understanding and appreciation of the fundamental principles of biology and health. The topics to be covered include: the chemistry of life, the classification of living things, cell structure and function, molecular genetics, cell division, properties of DNA, genetics and inheritance, evolution and diversity, and ecology. Although the human will be the chief organism of focus, this
course emphasizes the common themes in biology so the basic principles can be applied to unicellular, multicellular, plant, and animal species.
Prerequisite(s): None.

**SEC 200 Introduction to Network Security (4 Units)**
An introduction to common network security issues to include authentication, attacks and malicious code, remote access, Web and email security, wireless networking, instant messaging, network devices, network security topologies, cryptography and disaster recovery.
Prerequisite(s): None.

**SEC 210 Ethics, Policies, and Procedures (4 Units)**
Students will learn the importance of developing an information security documentation program and how to develop and implement effective policies and procedures. The course focuses on technology writing, legal and ethical issues, fair use policies, information protection, policy development, standards, information classification, and security checklists.
Prerequisite(s): SEC 200.

**ATNS SEC 320 Intermediate Network Security (4 Units)**
Students will learn the fundamentals of network and infrastructure security. The course will focus on the internal corporate network and all the security that entails. Evaluation of network design, implementation, and configuration as it relates to security will be covered.
Prerequisite(s): SEC 210.

**ATNS SEC 330 Computer Forensics (4 Units)**
Computer forensics has been a professional field for many years. With the growth of the Internet and the worldwide proliferation of computers, there is an increased need for computer investigation. This course is designed to provide the student with a solid foundation by introducing computer forensics at the novice level. Prerequisite(s): None.

**ATNS SEC 340 Operating System Hardening (4 Units)**
Students will learn to audit, patch, and configure client/server operating systems on a Windows network. The course focuses on operating systems’ security from a stand-alone and network client/ server perspective. Emphasis will be placed on securing current versions of operating systems agents, current threats, and future attacks.
Prerequisite(s): None.

**ATNS SEC 350 Advanced Network Security –Ethical Hacking (4 Units)**
Students will learn about advanced network security topics from an attacker perspective. The objective of the course is to get students to understand how malicious hacker attacks are done. A better understanding of the attacker allows students to learn how to better defend an organization from an attack.
Prerequisite(s): SEC 320

**SEC 360 Advanced Network Security - Penetration Testing (4 Units)**
This course is designed to further provide students with the tools necessary to apply known attack techniques to an organization to locate security vulnerabilities, analyze the business risk implications, write or develop modern exploits, and recommend mitigations before those vulnerabilities are exploited by real-world attackers.
Prerequisite(s): SEC 320

**SEC 370 Cryptography (4 Units)**
This course introduces students to the core principles of modern cryptography with emphasis on formal definitions, clear assumption and rigorous proofs of security. As an introduction to cryptography the course aims to present the foundations of cryptosystems used in the industry.
ATNS  **SEC 380 Management of Information Security (4 Units)**  
This course is designed for students to consider legal, ethical, and regulatory practices required of today's managers. Risks to organizational assets are reviewed to better understand potential security threats to IT organizations and information systems.  
Prerequisite(s): TBD.

SOC 110 **Introductory Sociology (4 Units) GE**  
This course will explore ways of “thinking sociologically.” Major ideas, concepts, and methods in the study of society including socialization, culture, social structure, social stratification, social control, and social change will be examined. The course will cover some of the major paradigms of sociological thinking and students will learn about the ways that sociologists do research, and disseminate information to the world.  
Prerequisite(s): None.

SOC 115 **Psychology (4 Units) GE**  
Psychology is the study of individual behavior. Modern psychology also studies how we perceive, learn, and interpret the various items of information we receive through our senses. This introductory course in psychology will acquaint students with an historical perspective, the well-known schools of thought, human development, current popular issues, the basic elements of personality, and abnormal behavior.  
Prerequisite(s): None.

SOC 315 **Abnormal Psychology (4 Units) GE**  
This course explores the behavior of people with diagnosed psychological disorders. Case studies help students understand the biological, psychological, and environmental causes of dysfunctional behavior. The course explores current theory and practice in the treatment of the mentally ill, including the multiple approaches that characterize the field today.  
Prerequisite(s): ENG 110.

SOC 325 **Interpersonal Communication (4 Units) GE**  
This course is an exploration of the personal communication process and the effect of personality, temperament, and behavior. It examines the theory and research that explores interpersonal communication, effective methods of problem solving in small group and team, and conflict management. Emphasis is placed on the self – awareness, self-disorder, relational development. Practical application of best practices in communication, and how to improve one’s communication skills.  
Prerequisite(s): ENG 110.

SOC 330 **U.S. Mosaic (4 Units) GE**  
The course will examine the intersectionality of selected racial/ ethnic groups, social classes, genders, sexual orientations, and nationalities from a sociological perspective. This course focuses on acquiring an understanding of diversity and multiculturalism in modern U.S. society. Topics include such issues as identity, political economy, social change, and social movements.  
Prerequisite(s): ENG 110.

SOC 335 **Introduction to Leadership (4 Units) GE**  
This course will teach students the concepts necessary to distinguish between different leadership styles. This course will give students the knowledge to be able to define what makes a leader in different situations.  
Prerequisite(s): ENG 110.
PART 10: FACULTY

* Full-time faculty members are full-time Coleman University employees whose primary employment obligation is teaching. Full-time faculty members are expected to be on campus on a regular basis and attend faculty seminars and workshops, along with other Coleman University meetings and activities.

# Focused faculty members are full- or part-time Coleman University employees whose primary employment obligation is not teaching, but they may be called upon to teach. Focused faculty members have substantial responsibilities in the areas of teaching methodology, curriculum development, assessment, and programmatic review. Focused faculty members are expected to be on campus on a regular basis and attend faculty seminars and workshops along with Coleman University meetings and activities.

Adjunct faculty members are Coleman University teachers whose principal professional commitments are elsewhere in their fields, but who are contracted to teach a designated number of courses per year.


Amoo, Lars. MS in Information Technology, Coleman University, 2010.
Teaching specialization in Cybersecurity.

Azordegan, Shahram. EdD in School Administration, Mississippi State University, 1977.
MBA in Management and Marketing, Mississippi College, 1974; BS in Business Statistics and Data Processing, Mississippi State University, 1973. Teaching specialization in General Education.

Boggs, Bill. MPH in Health Care, University of Tennessee, 1974.
BS in Health Education, University of Tennessee, 1973. Teaching specialization in General Education.

Booth, Emily. M.Ed. in Instructional Systems, Pennsylvania State University, 2014.

BS in Computer Science, National University, 1986. Teaching specialization Computer Information Science.

Broding, Mary. M.A. in English, Northern Arizona University, 2011.

Bruce, Aaron. MBA in International Business Administration, Alliant International University, 1997.
BA in Social Science, Michigan State University, 1994. Teaching specialization in Graduate Studies.


*Byrne, Thomas J. Computer Networks Certificate, Coleman University, 2010.

Campillosson, Dominic M. MTS Theology, University of Dallas, 1997.
BA Modern History, Queens University, Ireland, 1982. Teaching specialization in General Education.

Cornish, Randall. BA in Communications, University of California San Diego, 1980.
BA in Visual Arts, University of California San Diego, 1980. Teaching specialization in Graphic Design.

Desmond, Thomas. BS in Engineering Business Informatics, University of California Riverside, 2014.
Teaching specialization in Information Science.
Domagas, Andre. MS in Information Systems Management, Coleman University, 2010.
  Teaching specialization in Computer Networks and Computer Information Science.

Freeman, Zachary. MS in Business Administration and Management, Boston University, 1995.
  Teaching specialization in Computer Information Science.

Flanagan, Jack. MS in Business Administration and Management, Boston University, 1995.
  Teaching specialization in College of Graduate Studies.


Gay, Christy. MSc in Population and Development, London School of Economics and Political Science,
  Teaching specialization in General Education.

Green, Scott W. BA International Relations, University of Southern California, 1978.
  AA Biology, Southwestern College, 1975. A+, N+, Server+ INET+, Novell Administrator 5.0/5. MCP, MCP+,
  Teaching specialization in Computer Networks.

Holladay, Richard. PhD in Music Theory and Analysis with Computer Applications, Ohio State University,
  specialization in Computer Networks.

James, Kelley. JD in Child, Family, and Elder Law, California Western School of Law, 2005.
  MSW in Social Work, San Diego State University, 2005. BA in Law and Society, University of California,

Jones, LaDon. PhD in Health Services, University of Alabama Birmingham, 1995. MS in Health Administration,


*Le, Anthony Q. BA Cognitive Science, University of California, San Diego, 1991. Teaching specialization in
  Computer Information Science.

Lindeneau, Scott. BA in Computer Science, University of California Berkeley, 2006. Teaching specialization in
  Computer Information Science.

*Mualin, Brent E. MS Information Systems, Coleman College, 2000. BS Computer Electronics Technology,
  Teaching specialization in Computer Networks.

Maloney, James. BA in Math, San Diego State University, 2000. Teaching specialization in Computer
  Information Science.


Mandel, Roger. MA in Organizational Mgmt, University of Phoenix. BS in Business Administration,
  Old Dominion University. Teaching specialization in Graduate Studies.

Martin, Stephen F. MS Software Engineering, National University, 1997. Teaching specialization in
  Computer Information Science.

Martin, William. BS in Game Art and Design, Art Institute of California, 2013. Teaching specialization
  in Game Development.

Mayer, Scott J. MS Software Engineering, National University, 1990. BS Management Information Systems,


Miller, Quentin. MBA, University of Phoenix, 2010. Teaching specialization in Computer Information Science.


Mooney, Douglas. BA in Art, San Diego State University, 1982. Teaching specialization in Graphic Design.


#Peloquin, Danielle L. MS Library & Information Science, Simmons College, 2010.


#Reid, William S. MS Information Technology Management, Regis University, 2007.

Rodley, Jonathan, BA in Literature and Writing, California State University San Marcos, 2005. Teaching specialization in General Education.


Shoopack, Joseph. BFA in Illustration, Bringham Young University, 1985. Teaching specialization
in Game Development.

BA in English, San Diego State University, 2006. Teaching specialization in General Education.


Tinnakornsrisupphap, Thidarat. PhD in Industrial Engineering, Oregon State University, 2006.

Vargas, Michael A. EdD in Interdisciplinary Leadership, Creighton University, All but dissertation(ABD).
Master of Project Management in Management, Keller Graduate School of Management, 2011. Teaching specialization in Graduate Studies.


Willingham, Ryan. MFA Creative Writing, San Diego State University, 2010. BA English & Film Studies, UC Davis, Davis CA, 2007. Teaching specialization in General Education.


PART 11: ADMINISTRATION

Officer of the President

Norbert Kubilus  President & CEO
Bruce Gilden    Vice President & Chief Operating Officer / Accreditation Liaison
Sara Pirayesh   Vice President for Student Success/PDSO

Academics

William Reid  Dean of Education
Tom Byrne    Program Chair Cybersecurity
Leticia Rabor Program Chair Software Development
Travis Vasquez Program Chair Game Development
Dominic Camplisson Program Chair General Education
Dr. Marc Azordegan Program Chair Graduate Studies / Assistant to President
                   for Curriculum Development

Faculty Senate

Dominic Camplisson  Faculty Senate Chair
Michael Klunk        Faculty Senate Chair Elect

Operational Management Group

Bob Sweigart        Director of Career Services
Jenny Jones         Director of Admissions
Rodney P. Weiss     Director of External Relations
Axel Hernandez      Director of Financial Aid
Maria Hamzavi      Director of Human Resources
Kevin Wool           Director, Center for Academic Advising / ADA Coordinator / DSO
Terry Glynn         Director of Facilities
Laura Sales          Acting Chief Financial Officer / Comptroller
Marcus Winch        Assistant Network Administrator
Ariana Gonzales     Registrar
# Part 12: Contact Information & Calendars

## Contact Information

**Coleman University**

8888 Balboa Avenue  
San Diego, CA 92123-1506  
Ph: 858-499-0202  
Fax: 858-499-0233  
www.coleman.edu

**Social Media:**  
Facebook: www.facebook.com/ColemanUniv  
Twitter: twitter.com/colemanuniv  
YouTube: www.youtube.com/user/ColemanUniversity  
Google +: https://plus.google.com/+ColemanEdu/posts

**Webclass:** webclass.coleman.edu

**Department Email:**
- Front Desk: frontdesk@coleman.edu  
- Admissions: admissions@coleman.edu  
- Career Services: careerservices@coleman.edu  
- Online Learning: onlinelearning@coleman.edu  
- Financial Aid: faoffice@coleman.edu  
- Marketing: marketing@coleman.edu  
- Registrar: registrar@coleman.edu  
- Center for Academic Advising: academicadvising@coleman.edu  
- Test Center: certs@coleman.edu  
- Resource Center: resource.center@coleman.edu

## Hours of Operation

(Hours are subject to change)

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<th>Department</th>
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| Reception           | Monday – Thursday: 8:00 am to 8:00 pm  
                     | Friday: 8:00 am to 3:00 pm  
                     | Saturday: 8:00 am to 3:00 pm           |
| Admissions          | Monday – Thursday: 8:30 am to 7:00 pm   
                     | Friday: 8:00 am to 3:00 pm            |
| Business Office     | Monday – Thursday: 8:00 am to 7:00 pm  
                     | Friday: 8:00 am to 3:00 pm           |
| Career Services     | Mon – Thursday: 8:00 am to 7:00 pm  
                     | Friday 8:00 am to 3:00 pm           |
| Financial Aid       | Monday – Thursday: 8:00 am to 7:00 pm  
                     | Friday: 8:00 am to 3:00 pm           |
| Computer Services   | Monday – Thursday: 8:00 am to 7:00 pm   
                     | Friday: 8:00 am to 3:00 pm           |
| Registrar           | Monday – Thursday: 8:00 am to 5:00 pm  
                     | Friday: 8:00 am to 3:00 pm           |
| Library             | Monday – Thursday: 11:00 am to 10:00 pm |
| Digital Library     | is accessible 24/7                        |
| Center for Academic Advising | Monday – Thursday: 8:00 am to 9:00 pm  
                                 | Friday: 8:00 am to 2:00 pm          |
| Test Center         | Tuesday – Friday: 8:00 am to 5:00 pm   
                     | Friday: 8:00 am to 3:00 pm           |

**Classes**

- **5-week terms:** 6:00 pm to 10:00 pm & 2-hour online learning, weekly  
- **10-week terms:** 8:00 am to 12:00 pm, 1:00 pm to 5:00 pm, & 6:00 pm to 10:00 pm

*Please note: Select courses may run from 6:00 pm to 11:00 pm. Check course schedule for meeting times.*
ACADEMIC CALENDAR

January 2018

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Key: UG: Undergraduate     GRD: Graduate     #: Term End   #: Term Start    #: Holiday/University Closed    #: Tuition due