



Miami Regional University
700 South Royal Poinciana Blvd, Miami Springs, FL 33166

CATALOG
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STATEMENT OF LEGAL CONTROL & BOARD OF TRUSTEES

Management Resources Inc. is a Florida corporation doing business as (d/b/a) Miami Regional University. The officers of the corporation are Ophelia S. Sanchez, President and Chief Executive Officer, Ophelia M. Valls, Esq., Vice President and Secretary and Richard A. Grillo, Esq., Vice President and Treasurer. Miami Regional University is a private, proprietary postsecondary educational institution. The University is governed by a Board of Trustees responsible for the establishment of broad policies for the institution and for ensuring that adequate financial resources exist to provide a sound education for its students.

BOARD OF TRUSTEES

Chair:

Mr. Armando Alonso, Esq.

Secretary & Treasurer:

Mr. Jack Woodall

Members:

Dr. Maryann Tobin

Dr. Alex Wittig

Mr. Walter Zimmerman

Mrs. Ophelia Sanchez

Mrs. Ophelia Valls, Esq.

Mr. Richard Grillo, Esq.

Ex Officio Members:

Dr. Dario A Cortes

UNIVERSITY FACILITIES, LOCATION AND EQUIPMENT

CAMPUS AND ADMINISTRATIVE OFFICES

The University campus is located at 700 South Royal Poinciana Boulevard, Miami Springs, FL 33166. The campus is centrally located off SR112 near the thoroughfares of N.W. 36th Street and N.W. 42nd Avenue. Miami Dade County public transportation serves the area and parking is available on campus.

The University is in a well maintained and spacious facility that is continually updated to meet the needs of students, faculty, and staff. It complies with the Americans with Disabilities Act, the Occupational Health and Safety Administration, and state and federal regulations. The campus is equipped with industry standards simulation equipment and instructional tools to enhance the students' learning environment. The facility is equipped with wireless internet access through stable and reliable networks that are password protected. All student areas are equipped with electrical access for use of laptops, tablets, and other electronic devices for educational purposes. This allows students to have access to required textbooks, Library and Learning Resource Center resources, software applications, and other supplies necessary to succeed.

The University administration, Office of Financial Aid, Office of the Bursar, Office of the Registrar, Office of Career Services, Office of Information Technology, Office of Academic Advisement and Student Success, Admissions and Enrollment Services, Center for Student Achievement, Bookstore, faculty offices, student support services, classrooms, and laboratories are in a 10-story building, and one detached building that houses the Library and Learning Resource Center and a Cafe. The University currently has over 400 parking spaces available. These parking spaces are adequate since the student population is spread over day, night, and weekend classes.

First Floor: The 1st floor of the building is dedicated to admissions, financial aid, and the bursar's office. It also houses an auditorium and event room, designed for school events and large gatherings, such as orientation, class lecture, community events, and alumni events.

Second Floor: The 2nd floor consists of classrooms, and student and faculty conference rooms.

Fifth Floor: The Testing Center, Bookstore, and classrooms are located on the 5th floor.

Sixth Floor: Additional classrooms and conference meeting rooms for students and faculty are located on the 6th floor. The Skills & Simulation Lab is also located on the 6th floor.

Eighth Floor: The program Associate Deans, Office of Information Technology, Office of the Registrar, Academic Advisement and Student Success, Office of Career Service, and faculty offices are located on the 8th floor, which has two additional conference rooms.

Ninth Floor: This floor is currently under development for future use.

Tenth Floor: This floor contains administrative offices.

HOURS OF OPERATION

The campus is open Monday through Friday from 7:30am to 11:45pm, and Saturday through Sunday from 7:30am to 7:00pm. Classes are held on the dates and times specified on the course schedule for each program. Hours of operation for specific offices, services, and faculty office hours are available from the individual offices, departments, or faculty. Campus and department hours are subject to change and may vary in response to events such as pandemics, hurricanes, and other emergencies.

UNIVERSITY APPROVALS, LICENSURE AND ACCREDITATION

Licensed by the Commission for Independent Education (CIE), Florida Department of Education, which may be contacted at:

Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll free telephone number 1-888-224-6684
Campus license #2390 granted 2001

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) which may be contacted at:

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Telephone: 703-247-4212
Facsimile: 703-247-4533

Accredited by the Accreditation Commission for Education in Nursing (ACEN)

The Associate, Bachelor's, Master's/Post-Master's Certificate of Science in Nursing programs are programmatically accredited by ACEN:

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Approved by the Department of Education (DOE) for Title IV Funds

Customer Care Center 1-800-433-7327 OPEID # 04128400

Approved by the Florida Board of Nursing (FLBON)

Department of Health
40 Bald Cypress Way Bin C-02 Tallahassee, FL 32399-3252
850-488-0595
License # NPRN 707013
License # NPRN 705119
License # NPRN 705108

Approved by the Florida Department of Veterans for Benefit of Education and Training

State of Florida Department of Veterans Affairs
Bureau of State Approving Agency for Veterans' Training
P.O. Box 31003
St. Petersburg, FL 33731 727-319-4102

Miami Regional University is a Member of:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Nurse Executives
- American Library Association (ALA)
- Association of Private Colleges and Schools of South Florida (APSC)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Student Financial Aid Administrators (FASFAA)
- National Association of Academic Advisors (NACADA)
- National Association of Educational Procurement (NAEP)
- National League for Nursing (NLN)
- National Organization of Nurse Practitioner Faculty (NONPF)
- Society for Human Resources Management (SHRM)
- Florida Association of Veterans Education Specialists (FAVES)

Miami Regional University is a Training Provider for:

- Vocational Rehabilitation

INSTITUTIONAL NAME CHANGES

Management Resources Institute (MRI)	May 2001 to January 2014
Management Resources College (MRC)	January 2014 to August 2016
Miami Regional University (MRU)	August 2016 to August 2018
Miami Regional College (MRC)	August 2018 to August 2019
Miami Regional University (MRU)	August 2019 to present

This catalog together with the most current addenda supersedes all previous catalog versions and addenda. Substantive updates to the catalog prior to the next catalog release are made through catalog addenda.

WELCOME TO MIAMI REGIONAL UNIVERSITY

Miami Regional University (MRU) encourages its students and alumni to reach their potential: Do not let life get in the way of your dreams; but rather, let your dreams shape your life. Miami Regional University inspires students to succeed while preparing them for lifelong learning in an evolving world. Our motto is “Believe You Can!” “¡Saber Que Se Puede!”

Miami Regional University is committed to helping its students on their journey toward achieving their goals. Many of our students have already overcome tremendous obstacles in their lives before arriving here. We are proud of our diverse student body, their commitment, and their courage to pursue their dreams. We believe that every student with a demonstrated passion for bettering themselves and their community through hard work and learning should have an opportunity to achieve their full potential.

Consistent with its mission to provide quality education in a nurturing environment, Miami Regional University has fostered the development of knowledge, skills, and positive attitudes in diverse multigenerational learners for 25 years.

With more than 1,500 students enrolling each year, Miami Regional University offers various undergraduate and graduate programs in the fields of Nursing, Business, Education, and General Studies tailored to various student circumstances. Whether a student is right out of high school or has years of experience in the nursing or medical field, Miami Regional University aims to offer programs that satisfy the needs of students in this community.

In 2016, Miami Regional University received the “The Spirit of FAPSC Award” (Florida Association of Post-Secondary Schools and Colleges), which recognizes an institution that reaches beyond its immediate interest to help the educational sector at large. Miami Regional University received the award for opening its doors to approximately 300 displaced students in the community from schools that had closed. The University welcomed them, and, despite the devastating situation they were facing, helped them achieve their goals. These students were determined to prevent life from getting in the way of their dreams; Miami Regional University made it possible for them to shape their lives to their aspirations.

When the COVID-19 pandemic impacted the University, and the world, Miami Regional University worked hard to adapt and continue the educational journey along with its students. The University continued to provide a quality education to its students and move forward with positive attitudes and a commitment to meeting the needs of the moment. We are proud of our students, faculty and staff whose dedication to overcoming the unprecedented obstacles presented by the pandemic served a model of the grit and determination that we seek to encourage and develop in all of our students. We are also extremely proud of our Nursing School alumni who have served on the front line of this pandemic, as well as all of our alumni who continue to pursue their passions and serve their community.

Today we welcome you and pledge to work together with you to safely build a better future, the future that *you* wish to create.

WELCOME TO THE MRU FAMILY!



Ophelia Sanchez
President and Chief Executive Officer

MISSION

Miami Regional University provides quality undergraduate and graduate education in a nurturing learning environment that fosters the development of knowledge, skills and attitudes for diverse multigenerational learners. Our dedicated University community and faculty prepare students for lifelong learning in an evolving world.

VISION

To be the institution of choice for individuals seeking excellence in higher education.

Graduates of Miami Regional University shall:

Have the knowledge, skills, and attitude necessary to secure a position within their chosen profession

Complete their degree plan within 150% of the length of their program

Demonstrate competencies necessary to enter their profession

Pass licensure and certification as required for their chosen profession on the first attempt

CORE VALUES

Miami Regional University (MRU) is driven not only by its Mission and Vision, but also by a set of Core Values that encompass the basic beliefs and culture of the University.

Student Centered

MRU's strength is the success of our students. All programs and activities are aimed at meeting community needs and achieving excellence in education.

Excellence

MRU upholds a culture of excellence which empowers its University community to make evidence-based decisions. The MRU Team is motivated to find innovative ideas that exceed student performance expectations, outcomes, and satisfaction, positively affecting students' knowledge, skills, and attitudes.

Integrity

All organizational and professional activities are conducted with utmost integrity, ethics, transparency, and responsibility.

Accountability

All faculty, staff and leadership are accountable to our students and community and are responsible for the outcomes and continuous improvement of processes.

Positive, Caring Attitude

MRU advocates a caring and nurturing environment while demanding excellence. The University embraces its diverse student population and staff, offering various programs, curricula and activities that adapt to their culture and learning styles. MRU welcomes opportunity and overcomes obstacles with an open mind.

SCHOOLS AT MIAMI REGIONAL UNIVERSITY

Miami Regional University has four distinct schools: the School of Business, the School of Education, the School of General Studies and Professional Education, and The School of Nursing which includes graduate and undergraduate nursing programs.

The School of Business was established in 2013, offering diploma and associate degree accounting programs. Due to market demand for higher credentials in the business community, the School reevaluated its programs, considering employers' needs, enrollments, and curriculum and Administration in response to employers, educators, and alumni who expressed a need decided to develop higher level program offerings. The School identified the Master of Business for the development and application of business strategies, and critical analysis in managing varied business environments. In addition, several alumni, who are now employed in management positions, communicated the need for advanced leadership and financial management skills. Currently the School of Business is offering the MBA program.

The School of Education was established in 2006 offering diploma programs for the Florida Teacher Certification. Similar to the School of Business, the faculty felt that the School should offer higher level degree programs. Based on input from the Advisory Board, a Master in Education was selected for development. The School of Education is currently offering the Master of Educational Administration program.

The School of General Studies and Professional Education, established in 2020, consists of the Intensive English for Professionals of other Countries program (IEPOC), the General Education undergraduate component of the Nursing programs, and the Continuing Education Courses. The School of General Studies and Professional Education is designed to satisfy the needs of native and foreign-born learners who want to acquire a fundamental set of skills and continue or complete their education in order to become socially productive and integrated members of society. The School of General Studies and Professional Education faculty is dedicated to helping learners improve their English language proficiency, Critical Thinking skills, Information Literacy, and Scientific and Mathematical Reasoning as a step toward achieving their career aspirations. Many of these students continue their studies, obtaining their Associate, Bachelor's or Master's degrees based on the fundamental skills and abilities mastered at MRU.

The School of Nursing Undergraduate Studies, established in 2012, includes undergraduate programs for Associate and Bachelor's degrees. Eligible graduates of these programs are prepared to take the National Council Licensure Examination (NCLEX-RN) and become licensed Registered Nurses.

The School of Graduate Studies offers master's degrees and post-graduate certification programs. The School of Graduate Studies Family Nurse Practitioners (FNP) program prepares graduates to care for the population across the lifespan as Family Nurse Practitioners after passing the Board certification exams. The Master of Science in Nursing Direct Entry program prepares eligible baccalaureate graduates to become licensed Registered Nurse after passing the National Council Licensure Examination (NCLEX-RN). The Post-Master Graduate Certificate prepares master level nurses to become Family Nurse Practitioners after passing the certification exam.

All curricula follow stringent local, state, and national guidelines that ensure our students are prepared to meet the demands of their work. Our excellent Faculty is committed to supporting students and helping them realize their goals.

ACADEMIC CALENDAR

ACADEMIC CALENDAR 2021 Undergraduate Program Calendar

		Date(s)
Spring 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, January 4, 2021
	Last Day of Add/Drop	Monday, January 11, 2021
	Last Day to Drop with a "W"	Friday, February 26, 2021
	Finals Week	April 12, 2021 through April 17, 2021
	Last Day of the Term	Sunday, April 18, 2021
	5 Week Course Start Dates	Monday, January 4, 2021
		Monday, February 8, 2021
Monday, March 15, 2021		
8 Week Course Start Dates	Monday, January 4, 2021	
	Monday, March 1, 2021	
Summer 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, May 3, 2021
	Last Day of Add/Drop	Monday, May 10, 2021
	Last Day to Drop with a "W"	Friday, June 25, 2021
	Finals Week	August 9, 2021 through August 14, 2021
	Last Day of the Term	Saturday, August 14, 2021
	5 Week Course Start Dates	Monday, May 3, 2021
		Monday, June 7, 2021
Monday, July 12, 2021		
8 Week Course Start Dates	Monday, May 3, 2021	
	Monday, June 28, 2021	
Fall 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, August 30, 2021
	Last Day of Add/Drop	Monday, September 6, 2021
	Last Day to Drop with a "W"	Friday, October 22, 2021
	Finals Week	December 6, 2021 through December 11, 2021
	Last Day of the Term	Sunday, December 12, 2021
	5 Week Course Start Dates	Monday, August 30, 2021
		Monday, October 4, 2021
Monday, November 8, 2021		
8 Week Course Start Dates	Monday, August 30, 2021	
	Monday, October 25, 2021	

Graduate Program Calendar 2021

		Date(s)
Spring 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, January 3, 2021
	Last Day of Add/Drop	Sunday, January 10, 2021
	Last Day to Drop with a "W" for 16 Week Courses	Sunday, February 28, 2021
	5 Week Course Start Dates	Sunday, January 3, 2021
		Sunday, February 7, 2021
		Sunday, March 14, 2021
	8 Week Course Start Dates	Sunday, January 3, 2021
Sunday, February 28, 2021		
Finals Week	April 19, 2021 through April 24, 2021	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, April 24, 2021	
Summer 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, May 2, 2021
	Last Day of Add/Drop	Sunday, May 9, 2021
	Last Day to Drop with a "W" for 16 Week Courses	Sunday, June 27, 2021
	5 Week Course Start Dates	Sunday, May 2, 2021
		Sunday, June 6, 2021
		Sunday, July 11, 2021
	8 Week Course Start Dates	Sunday, May 2, 2021
Sunday, June 27, 2021		
Finals Week	August 16, 2021 through August 21, 2021	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, August 21, 2021	
Fall 2021	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, August 29, 2021
	Last Day of Add/Drop	Sunday, September 5, 2021
	Last Day to Drop with a "W" for 16 Week Courses	Sunday, October 24, 2021
	5 Week Course Start Dates	Sunday, August 29, 2021
		Sunday, October 3, 2021
		Sunday, November 7, 2021
	8 Week Course Start Dates	Sunday, August 29, 2021
Sunday, October 24, 2021		
Finals Week	December 13, 2021 through December 18, 2021	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, December 18, 2021	

Intensive English for Professionals of Other Countries (IEPOC) Course Calendar

Term	Term Start Date	Term End Date
Spring 2021	Monday, January 04, 2021	Friday, February 05, 2021
	Monday, February 08, 2021	Friday, March 12, 2021
	Monday, March 15, 2021	Friday, April 16, 2021
Summer 2021	Monday, April 19, 2021	Friday, May 21, 2021
	Monday, May 24, 2021	Friday, June 25, 2021
	Monday, June 28, 2021	Friday, July 30, 2021
	Monday, August 02, 2021	Friday, September 03, 2021
Fall 2021	Tuesday, September 07, 2021	Friday, October 08, 2021
	Monday, October 11, 2021	Friday, November 12, 2021
	Monday, November 15, 2021	Friday, December 17, 2021

Holiday Schedule

STUDENT HOLIDAY SCHEDULE	
Friday January 1, 2021 New Year's Day	No Classes
Monday January 18, 2021 Martin Luther King, Jr. Day	No Classes
Monday February 15, 2021 President's Day	No Classes
Monday May 31, 2021 Memorial Day	No Classes
Sunday July 4, 2021 Independence Day	No Classes
Monday September 6, 2021 Labor Day	No Classes
Thursday November 11, 2021 Veteran's Day	No Classes
November 25-November 26, 2021 Thanksgiving	No Classes
Saturday December 25, 2021 Christmas Day	No Classes

ACADEMIC CALENDAR 2022
Undergraduate Program Calendar

		Date(s)
Spring 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, January 3, 2022
	Last Day of Add/Drop	Monday, January 10, 2022
	Last Day to Drop with a "W"	Sunday, February 27, 2022
	Finals Week	April 11, 2022 through April 15, 2022
	Last Day of the Term	Sunday, April 17, 2022
	5 Week Course Start Dates	Monday, January 3, 2022
		Monday, February 7, 2022
Monday, March 14, 2022		
8 Week Course Start Dates	Monday, January 3, 2022	
	Monday, February 28, 2022	
Summer 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, May 2, 2022
	Last Day of Add/Drop	Monday, May 9, 2022
	Last Day to Drop with a "W"	Sunday, June 26, 2022
	Finals Week	August 8, 2022 through August 12, 2022
	Last Day of the Term	Sunday, August 14, 2022
	5 Week Course Start Dates	Monday, May 2, 2022
		Monday, June 6, 2022
Monday, July 11, 2022		
8 Week Course Start Dates	Monday, May 2, 2022	
	Monday, June 27, 2022	
Fall 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, August 29, 2022
	Last Day of Add/Drop	Monday, September 5, 2022
	Last Day to Drop with a "W"	Sunday, October 23, 2022
	Finals Week	December 5, 2022 through December 9, 2022
	Last Day of the Term	Sunday, December 11, 2022
	5 Week Course Start Dates	Monday, August 29, 2022
		Monday, October 3, 2022
Monday, November 7, 2022		
8 Week Course Start Dates	Monday, August 29, 2022	
	Monday, October 24, 2022	

Graduate Program Calendar 2022

		Date(s)
Spring 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, January 2, 2022
	Last Day of Add/Drop	Sunday, January 9, 2022
	Last Day to Drop with a "W" for 16 Week Courses	Sunday, February 27, 2022
	5 Week Course Start Dates	Sunday, January 2, 2022
		Sunday, February 6, 2022
		Sunday, March 13, 2022
	8 Week Course Start Dates	Sunday, January 2, 2022
Sunday, February 27, 2022		
Finals Week	April 17, 2022 through April 22, 2022	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, April 23, 2022	
Summer 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, May 1, 2022
	Last Day of Add/Drop	Sunday, May 8, 2022
	Last Day to Drop with a "W" for 16 Week Courses	Saturday, June 25, 2022
	5 Week Course Start Dates	Sunday, May 1, 2022
		Sunday, June 5, 2022
		Sunday, July 10, 2022
	8 Week Course Start Dates	Sunday, May 1, 2022
Sunday, June 26, 2022		
Finals Week	August 14, 2022 through August 18, 2022	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, August 20, 2022	
Fall 2022	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, August 28, 2022
	Last Day of Add/Drop	Sunday, September 4, 2022
	Last Day to Drop with a "W" for 16 Week Courses	Saturday, October 22, 2022
	5 Week Course Start Dates	Sunday, August 28, 2022
		Sunday, October 2, 2022
		Sunday, November 6, 2022
	8 Week Course Start Dates	Sunday, August 28, 2022
Sunday, October 23, 2022		
Finals Week	December 11, 2022 through December 15, 2022	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, December 17, 2022	

Intensive English for Professionals of Other Countries (IEPOC) Course Calendar

Term	Term Start Date	Term End Date
Spring 2022	Monday, January 03, 2022	Friday, February 04, 2022
	Monday, February 07, 2022	Friday, March 11, 2022
	Monday, March 14, 2022	Friday, April 15, 2022
Summer 2022	Monday, April 18, 2022	Friday, May 20, 2022
	Monday, May 23, 2022	Friday, June 24, 2022
	Monday, June 27, 2022	Friday, July 29, 2022
	Monday, August 01, 2022	Friday, September 02, 2022
Fall 2022	Tuesday, September 06, 2022	Friday, October 07, 2022
	Monday, October 10, 2022	Thursday, November 10, 2022
	Monday, November 14, 2022	Friday, December 16, 2022

Holiday Schedule

STUDENT HOLIDAY SCHEDULE	
Saturday January 1, 2022 New Year's Day	No Classes
Monday January 17, 2022 Martin Luther King, Jr. Day	No Classes
Monday February 21, 2022 President's Day	No Classes
Monday May 30, 2022 Memorial Day	No Classes
Monday July 4, 2022 Independence Day	No Classes
Monday September 5, 2022 Labor Day	No Classes
Friday November 11, 2022 Veteran's Day	No Classes
November 24-November 25, 2022 Thanksgiving	No Classes
Monday December 26, 2022 Christmas Day	No Classes

ACADEMIC CALENDAR 2023
Undergraduate Program Calendar

Term	Event	Date(s)
Spring 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, January 2, 2022
	Last Day of Add/Drop	Monday, January 9, 2023
	Last Day to Drop with a "W"	Sunday, February 26, 2023
	Finals Week	April 10, 2023 through April 14, 2023
	Last Day of the Term	Tuesday, April 16, 2023
	5 Week Course Start Dates	Wednesday, January 2, 2023 Wednesday, February 6, 2023 Wednesday, March 13, 2023
	8 Week Course Start Dates	Monday January 2, 2023 Monday, February 27, 2023
Summer 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, May 1, 2023
	Last Day of Add/Drop	Monday, May 8, 2023
	Last Day to Drop with a "W"	Sunday, June 25, 2023
	Finals Week	August 7, 2023 through August 11, 2023
	Last Day of the Term	Sunday, August 13, 2023
	5 Week Course Start Dates	Monday, May 1, 2023 Monday, June 5, 2023 Monday, July 10, 2023
	8 Week Course Start Dates	Monday, May 1, 2023 Monday, June 26, 2023
Fall 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, August 28, 2023
	Last Day of Add/Drop	Monday, September 4, 2023
	Last Day to Drop with a "W"	Sunday, October 22, 2023
	Finals Week	December 4, 2023 through December 8, 2023
	Last Day of the Term	Sunday, December 10, 2023
	5 Week Course Start Dates	Monday, August 28, 2023 Monday, October 2, 2023 Monday, November 6, 2023
	8 Week Course Start Dates	Monday, August 28, 2023 Monday, October 23, 2023

Graduate Program Calendar 2023

		Date(s)
Spring 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, January 1, 2023 (Holiday, No Classes)
	Last Day of Add/Drop	Sunday, January 8, 2023
	Last Day to Drop with a "W" for 16 Week Courses	Sunday, February 26, 2023
	5 Week Course Start Dates	Sunday, January 1, 2023 Sunday, February 5, 2023 Sunday, March 12, 2023
	8 Week Course Start Dates	Sunday, January 1, 2023 Sunday, February 26, 2023
	Finals Week Last Day of the Term (MSN FNP & Direct Entry)	April 16, 2023 through April 21, 2023 Saturday, April 22, 2023
Summer 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, April 30, 2023
	Last Day of Add/Drop	Sunday, May 7, 2023
	Last Day to Drop with a "W" for 16 Week Courses	Saturday, June 24, 2023
	5 Week Course Start Dates	Sunday, April 30, 2023 Sunday, June 4, 2023 Sunday, July 9, 2023
	8 Week Course Start Dates	Sunday, April 30, 2023 Sunday, June 25, 2023
	Finals Week Last Day of the Term (MSN FNP & Direct Entry)	August 13, 2023 through August 17, 2023 Saturday, August 19, 2023
Fall 2023	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, August 27, 2023
	Last Day of Add/Drop	Sunday, September 3, 2023
	Last Day to Drop with a "W" for 16 Week Courses	Saturday, October 21, 2023
	5 Week Course Start Dates	Sunday, August 27, 2023 Sunday, October 1, 2023 Sunday, November 5, 2023
	8 Week Course Start Dates	Sunday, August 27, 2023 Sunday, October 22, 2023
	Finals Week Last Day of the Term (MSN FNP & Direct Entry)	December 10, 2023 through December 14, 2023 Saturday, December 16, 2023

Intensive English for Professionals of Other Countries (IEPOC)

Term	Term Start Date	Term End Date
Spring 2023	Monday, January 2, 2023	Friday, February 3, 2023
	Monday, February 6, 2023	Friday, March 10, 2023
	Monday, March 13, 2023	Friday, April 14, 2023
Summer 2023	Monday, April 17, 2023	Friday, May 19, 2023
	Monday, May 22, 2023	Friday, June 23, 2023
	Monday, June 26, 2023	Friday, July 28, 2023
	Monday, July 31, 2023	Friday, September 1, 2023
Fall 2023	Tuesday, September 5, 2023	Friday, October 6, 2023
	Monday, October 9, 2023	Friday, November 10, 2023
	Monday, November 13, 2023	Thursday, December 14, 2023

Holiday Schedule

STUDENT HOLIDAY SCHEDULE	
Sunday January 1, 2023 New Year's Day	No Classes
Monday January 16, 2023 Martin Luther King, Jr. Day	No Classes
Monday February 20, 2023 President's Day	No Classes
Monday May 29, 2023 Memorial Day	No Classes
Tuesday July 4, 2023 Independence Day	No Classes
Monday September 4, 2023 Labor Day	No Classes
Friday November 10, 2023 Veteran's Day	No Classes
November 23-November 24, 2023 Thanksgiving	No Classes
Monday December 25, 2023 Christmas Day	No Classes

ACADEMIC CALENDAR 2024
Undergraduate Program Calendar

		Date(s)
Spring 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, January 8, 2024
	Last Day of Add/Drop	Monday, January 15, 2024
	Last Day to Drop with a "W"	Sunday, March 3, 2024
	Finals Week	April 15, 2024 through April 19, 2024
	Last Day of the Term	Sunday, April 21, 2024
	5 Week Course Start Dates	Monday, January 8, 2024 Monday, February 12, 2024 Monday, March 18, 2024
	8 Week Course Start Dates	Monday, January 8, 2024 Monday, March 4, 2024
Summer 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, May 6, 2024
	Last Day of Add/Drop	Monday, May 13, 2024
	Last Day to Drop with a "W"	Sunday, June 30, 2024
	Finals Week	August 12, 2024 through August 16, 2024
	Last Day of the Term	Sunday, August 18, 2024
	5 Week Course Start Dates	Monday, May 6, 2024 Monday, June 10, 2024 Monday, July 15, 2024
	8 Week Course Start Dates	Monday, May 6, 2024 Monday, July 1, 2024
Fall 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Monday, September 2, 2024 (Holiday, No Classes)
	Last Day of Add/Drop	Monday, September 9, 2024
	Last Day to Drop with a "W"	Sunday, October 27, 2024
	Finals Week	December 9, 2024 through December 13, 2024
	Last Day of the Term	Sunday, December 15, 2024
	5 Week Course Start Dates	Monday, September 2, 2024 Monday, October 7, 2024 Monday, November 11, 2024
	8 Week Course Start Dates	Monday, September 2, 2024 Monday, October 28, 2024

Graduate Program Calendar 2024

		Date(s)
Spring 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, January 7, 2024
	Last Day of Add/Drop	Sunday, January 14, 2024
	Last Day to Drop with a “W” for 16 Week Courses	Sunday, March 3, 2024
	5 Week Course Start Dates	Sunday, January 7, 2024
		Sunday, February 11, 2024
		Sunday, March 17, 2024
	8 Week Course Start Dates	Sunday, January 7, 2024
Sunday, March 3, 2024		
Finals Week	April 21, 2024 through April 26, 2024	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, April 27, 2024	
Summer 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, May 5, 2024
	Last Day of Add/Drop	Sunday, May 12, 2024
	Last Day to Drop with a “W” for 16 Week Courses	Saturday, June 29, 2024
	5 Week Course Start Dates	Sunday, May 5, 2024
		Sunday, June 9, 2024
		Sunday, July 14, 2024
	8 Week Course Start Dates	Sunday, May 5, 2024
Sunday, June 30, 2024		
Finals Week	August 18, 2024 through August 22, 2024	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, August 24, 2024	
Fall 2024	Mandatory Orientation for All Students	Online, No specific date
	First Day of the Term	Sunday, September 1, 2024
	Last Day of Add/Drop	Sunday, September 8, 2024
	Last Day to Drop with a “W” for 16 Week Courses	Saturday, October 26, 2024
	5 Week Course Start Dates	Sunday, September 1, 2024
		Sunday, October 6, 2024
		Sunday, November 10, 2024
	8 Week Course Start Dates	Sunday, September 1, 2024
Sunday, October 27, 2024		
Finals Week	December 16, 2024 through December 20, 2024	
Last Day of the Term (MSN FNP & Direct Entry)	Saturday, December 21, 2024	

Intensive English for Professionals of Other Countries (IEPOC) Course Calendar

Term	Term Start Date	Term End Date
Spring 2024	Tuesday, January 02, 2024	Friday, February 02, 2024
	Monday, February 05, 2024	Friday, March 08, 2024
	Monday, March 11, 2024	Friday, April 12, 2024
Summer 2024	Monday, April 15, 2024	Friday, May 17, 2024
	Monday, May 20, 2024	Friday, June 21, 2024
	Monday, June 24, 2024	Friday, July 26, 2024
	Monday, July 29, 2024	Friday, August 30, 2024
Fall 2024	Tuesday, September 03, 2024	Friday, October 04, 2024
	Monday, October 07, 2024	Friday, November 08, 2024
	Tuesday, November 12, 2024	Saturday, December 14, 2024

Holiday Schedule

STUDENT HOLIDAY SCHEDULE	
Monday January 1, 2024 New Year's Day	No Classes
Monday January 15, 2024 Martin Luther King, Jr. Day	No Classes
Monday February 19, 2024 President's Day	No Classes
Monday May 27, 2024 Memorial Day	No Classes
Thursday July 4, 2024 Independence Day	No Classes
Monday September 2, 2024 Labor Day	No Classes
Monday November 11, 2024 Veteran's Day	No Classes
November 28-November 29, 2024 Thanksgiving	No Classes
Wednesday December 25, 2024 Christmas Day	No Classes

*Please refer ADD/DROP Policy for additional information on ADD/DROP deadlines.

**** Dates are subject to change. Students will be notified of any changes to the academic calendar.**

MIAMI REGIONAL UNIVERSITY HISTORY

Management Resources Inc., doing business as (dba) Miami Regional University, was founded in January 1996. The company was originally a management consulting and training firm that helped individuals and organizations improve their performance through the application of Total Quality Management principles. In 1999, the company embarked on a new endeavor when it started training welfare and dislocated workers. Though this portion of the student population is now a much smaller segment of the total student body, the University continues its partnership with CareerSource South Florida, CareerSource Broward, Vocational Rehabilitation, and the State of Florida Department of Veteran's Affairs.

In 2001, the institution became licensed by the Florida Commission of Independent Education (CIE) and became known as Management Resources Institute (MRI). The initial offerings were vocational programs which evolved into diploma programs in Education and Languages (now part of the School of General Studies and Professional Education) by 2006. Seeking to evolve as an institution and to broaden students' accessibility to education, MRI embarked on its journey to achieve its first national accreditation. MRI received the maximum of six-year accreditation from the Council on Occupational Education (COE) in 2007. In 2008, MRI was approved by the United States Department of Education (USDOE) to administer Federal Financial Aid. The University continues to be recognized by the USDOE. A COE-reaffirmation visit in 2012 culminated in an additional six years of accreditation, effective February 2013.

Based on the recommendation of MRI's Advisory Board, in February 2012, the institution launched an Associate of Science Degree in Nursing, enabling foreign physicians to become Registered Nurses. The overwhelmingly positive response from the community resulted in MRI's substantial growth. These newly licensed RNs were now able to fulfill their calling of saving lives through the practice of nursing. In response to student demand for higher educational opportunities, the development and implementation of Bachelors, Masters, and Doctoral degree programs were incorporated into MRI's Strategic Plan. In 2013, MRI started offering Associate programs in Business and other Health related fields.

Consistent with this plan, in 2014, MRI received approval from COE and CIE to be recognized as Management Resources College (MRC). Since COE does not accredit institutions for the higher-level degrees MRC was seeking to offer, MRC decided to seek accreditation with the Accrediting Council for Independent Colleges and Schools (ACICS). In December 2014, Management Resources College received accreditation. In August 2016, the school achieved the next milestone in its evolution and became known as Miami Regional University (MRU).

In December 2016, the University's accrediting agency ACICS lost recognition by the U.S. Department of Education (USDOE). By statute, all ACICS schools had to obtain accreditation from another agency recognized by the USDOE to maintain the ability to offer financial aid to its students. Although ACICS regained temporary recognition by Court order in April 2018, the Corrective Actions Report submitted by ACICS to the USDOE was reviewed by the Secretary of Education. As a result of these events, the University sought accreditation from a different agency. In August 2018 the University received accreditation from the Accreditation Commission of Career Schools and Colleges (ACCSC). As a stipulation of accreditation, the University changed its name to Miami Regional College (MRC) until it could fulfill ACCSC's requirements for using the University name.

MRU has since demonstrated that it satisfies ACCSC's requirements for a University and regained its University status in August 2019.

In 2020, the University, and the world, was impacted by the Covid-19 pandemic. The University took immediate action to ensure the safety of its faculty and students, while continuing to work toward its Mission and allow its students to pursue their dreams. Many graduates of MRU's nursing school worked on the front lines of the Covid-19 pandemic and continue to do so. MRU is so proud of their dedication and courage. While the University community continues to experience the impact of the pandemic, MRU is grateful for the hard work and dedication of its students, faculty, and administration in finding creative solutions to allow the University community to continue thriving and learning. Many of these changes prompted a review of institutional practices and offerings, and have brought improvements to the University's offerings and programs which the University will, as always, continue to review and improve to meet the needs of our community.

Miami Regional University is committed to continuing to fulfill its Mission by providing quality education in a nurturing and learning environment to prepare students for lifelong learning in an evolving world.

OFFICE OF ADMISSIONS AND ENROLLMENT SERVICES

The Office of Admissions and Enrollment Services recruits, enrolls, and advises applicants by providing information about Miami Regional University's programs. Admissions representatives coordinate and manage open houses, school presentations and events for local affiliates.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

Miami Regional University is committed to providing a high-quality education to all students without regard to race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin, veteran status, marital status or political affiliation. The University promotes an open and diverse culture, and will not tolerate discrimination against or harassment of any individual or group. Students, faculty, and staff should be afforded equal opportunity to participate in University programs and use University facilities free of discrimination or harassment. This policy applies to all University students, faculty, staff, and other employees of Miami Regional University, and to any person or group acting within or on behalf of the University.

HOW TO APPLY

Applicants to any Miami Regional University program are required to submit an information request form prior to being interviewed by an admissions representative. Applicants may visit the campus to obtain the form. Applicants are encouraged to visit the campus to learn about academic programs, campus life, admission, financial aid requirements, or other areas of interest to the applicant.

ADMISSIONS PROCEDURES

The Office of Admissions and Enrollment Services first verifies that an applicant meets the basic requirements for the chosen program. If necessary, the applicant then takes the required assessment or entrance exam.

The applicant will receive a read-only electronic formatted copy of the current and complete University Catalog by email. Upon request, applicants shall receive a printed and bound version of the current University Catalog. After reviewing the University Catalog and understanding all financial responsibilities and program costs, the applicant will sign and date an enrollment agreement. An authorized University official shall sign and date the enrollment agreement constituting admission into the University. A copy of the enrollment agreement shall be provided to the applicant.

All monies paid by an applicant shall be refunded if requested within three (3) days after signing the enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the University, shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program which shall not exceed \$150.

Each newly accepted student must attend a mandatory orientation.

Miami Regional University seeks to admit only those candidates who exhibit a genuine commitment to advancement in their profession or field of study.

GENERAL ADMISSION REQUIREMENTS AND PROCEDURES

All applicants must meet the general admission requirements as indicated below:

- Interview with an admission representative
- Provide Proof of Graduation (POG) from high school or its equivalent
- Provide proof of age (applicant must be seventeen or older at the start of the first class)
- Demonstrate ability to meet applicable program-specific requirements
- Complete the application for the appropriate program

ACCEPTABLE PROOF OF GRADUATION

The applicant is responsible for providing verifiable proof of graduation from high school, or proof of having satisfied the requirements for high school in a manner recognized by the United States Department of Education.

Acceptable Proof of Graduation (POG):

- High school diploma or transcript
- G.E.D certification with test scores
- Academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any participating institution
- Foreign high school diploma equivalent to a United States high school diploma

If an applicant previously entered a program in a degree-granting institution for which a high school diploma was required, the University may accept an evaluation from an NACES or AICE approved credentialing agency certifying that a high school diploma was a requirement for the higher degree program.

Miami Regional University reserves the right to deny enrollment if the University deems that an applicant's proof of graduation cannot be authenticated or verified.

PROVISIONAL ENROLLMENT

Miami Regional University may provisionally enroll students until all eligibility requirements have been met and verified with the appropriate documentation. Prior to admitting a provisionally enrolled student, the University will verify that the student has completed their secondary school studies and/or all necessary program admission requirements by the last day of the Add/Drop period.

Miami Regional University may rescind admission decisions, cancel financial aid awards, and cancel any University registration for students who are found ineligible.

FOREIGN EDUCATED APPLICANTS & DEGREE VERIFICATION

Applicants claiming degrees from outside of the United States must have their transcripts translated and evaluated by an NACES or AICE approved credentialing agency.

ENGLISH PROFICIENCY REQUIREMENTS

Applicants whose native language is not English must demonstrate English proficiency for acceptance into any University program. Applicants can demonstrate proficiency through one of the following:

ACCEPTED ASSESSMENTS	MINIMUM SCORE REQUIRED
TOEFL, Paper-based	500 or higher
TOEFL, Computer-based	173 or higher
TOEFL, Internet-Based Test (iBT)	61 or higher
IELTS, International English Language Testing System	6 or higher
Catalyst Assessment	401 or higher

Applicants who do not demonstrate minimum English proficiency requirements must successfully complete courses in the Intensive English for Professionals of Other Countries (IEPOC) program. Upon successful completion of IEPOC level 6, the student must meet admission requirements for the University and the selected program.

Applicants who have completed at least 15 semester credits or equivalent from an accredited University or University recognized by the U.S. Department of Education and have achieved a minimum grade of “C” or a 2.5 GPA on a 4.0 scale may be exempt from taking an English proficiency assessment. Three of the 15 credits must be in English and Communications courses at the 100/1000 or higher level.

Applicants who hold an active Registered Nurse license for the State of Florida or participating Compact state prior to enrollment are exempt from English proficiency requirements.

TRANSIENT STUDENT INFORMATION

Students who satisfy the general admission requirements may enroll at Miami Regional University to take select University courses. University prerequisites may apply for certain courses. Official transcripts may be requested.

POST BACCALAUREATE NON-MATRICULATED STUDENTS

Applicants who are not currently enrolled in a University program may wish to take select University courses by completing an application. Applicants wishing to complete Mathematics or English courses must meet the relevant prerequisites, including any required assessments. Students who wish to enroll in a University program are conditionally accepted if they meet all other program requirements and upon successful completion of the courses they are taking. If the student later wishes to apply, and is accepted into a University program, the student may be eligible for transfer credits.

TRANSFER CREDIT CONSIDERATION

Applicants requesting transfer credit consideration from previous courses taken outside of Miami Regional University must complete a Transfer of Credit Form and pay a transfer of credit fee. Transfer credits typically will not be considered after the first day of class. Official transcripts must be received from the awarding institution by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES- or AICE- approved credentialing evaluation agency. Official documents must be sent directly from the agency to Miami Regional University. For further information on transfer of credits, please see the Transfer of Credit Policy in the catalog.

RE-ENROLLMENT/RE-ADMISSION

Any student wishing to be considered for re-enrollment to any University program must meet with a representative of the Office of Admissions. The student may be required to meet new or additional requirements prior to acceptance. A student re-enrolling in a program should meet with the Office of Financial Aid to discuss funding eligibility.

Students should refer to their respective student handbooks for program specific requirements. Students who have been dismissed from a program due to failure to satisfy program specific requirements may request to be considered for re-entry into the same program by submitting a student appeal. The student may appeal only after the re-entry process has been denied. The student should obtain the applicable digital form to submit on the school portal for review and consideration.

Program re-entry after dismissal may be granted at the University's discretion upon a showing by the student of extenuating circumstances. The Office of Academic Affairs will review the circumstances that contributed to the lack of success during previous enrollment and analyze what changes are in place which may allow improved performance and readiness. Each appeal will be considered individually, and the applicant has the responsibility of demonstrating the changes made to set the foundation for successful re-entry and progression throughout enrollment, should re-entry be granted. Re-entry stipulations may include the requirement to pass competency assessments, and additional coursework. If approved by the Office of Academic Affairs, the student will complete the re-entry process with the Offices of Admission and Enrollment Services, Financial Aid, and the Bursar.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Certain programs may have additional requirements for an applicant to be considered for acceptance. Additional requirements may include, but are not limited to, entrance exams, externship requirements, drug screening, background investigations, health and immunization requirements, previous professional licensure requirements, and prerequisite coursework. Some programs and courses may require applicants and students to demonstrate certain skills necessary for higher level coursework. The University reserves the right to require evidence of the successful completion of English language proficiency and remedial coursework as a prerequisite to select courses and programs.

ADMISSION DENIAL

The faculty and University share the disappointment of not accepting all applicants and realize admission denials are difficult for applicants to receive. Many factors are considered during the decision process to include satisfying preliminary admission requirements, previous academic history, test scores, personal statements, essays, professionalism during individual interviews, communication, and meetings throughout the admission process. If a student feels their individual circumstances were not sufficiently accommodated in the application process, the student may appeal the admission decision. Please submit the appeal to:

**Miami Regional University
ATTN: Office of Academic Affairs, Appeals
700 South Royal Poinciana Blvd., Suite 100
Miami Springs, FL 33166**

A committee will review all appeals and respond back to the applicant within 30 days of the appeal being received in the Office of Academic Affairs.

INTENSIVE ENGLISH FOR PROFESSIONALS OF OTHER COUNTRIES (IEPOC)

IEPOC courses prepare students for readiness to apply to academic programs which require proficiency in English reading comprehension, oral communication, and written skills. In addition, the skills, knowledge, and attitudes learned, IEPOC courses help prepare students for employment within their discipline. IEPOC courses must be successfully completed prior to beginning select program coursework. Additional program acceptance requirements may apply. **The IEPOC program is not accredited and is not included in the University's institutional accreditation.** Specific information about the IEPOC program may be found in the academic programs section of this Catalog and in the program specific student handbook.

EXTERNSHIP REQUIREMENTS

Some programs may require externship experience as part of their curriculum. Failure of the applicant or enrolled student to satisfy these requirements may result in program dismissal. Students must complete all program externship hour requirements. Any student missing externship hours shall fail the entire course. If make-up hours are allowed, the student must pay the externship make-up fee prior to the scheduled make-up session(s). Please refer to the applicable student handbooks for program-specific information.

DRUG SCREENING

The University has a zero-tolerance policy for illegal drug use. This includes abuse of prescription drugs. The University may require initial, repeated, and random drug screening. Applicants and students are required to comply when instructed to complete a screening. Failure to take or pass a screening may result in denial of admission or dismissal from the program. The student's account will be charged for each individual drug screening.

BACKGROUND INVESTIGATION

The University may require an initial criminal background investigation as well as repeated and ongoing background investigations throughout enrollment. Applicants and students are required to comply when instructed to complete background investigations. Failure to comply may result in denial of admission or program dismissal. Future employers may also require criminal background checks as an employment condition. Some employers may not hire students and graduates with criminal backgrounds. Students with criminal backgrounds should discuss any concerns with the Office of Academic Affairs. The University reserves the right to drop a student from a program based on any new, previously undisclosed, or partially undisclosed charges or convictions, or based on any pending charge or conviction that prevents or restricts externship placement. The University reserves the right to withdraw or dismiss a student if the student fails to disclose criminal history in their admission application. Students are further required to disclose, in writing, any change in their criminal background – including pending charges – within 24 hours of their change in status. Failure to timely report a change in status to the Office of Academic Affairs may result in suspension or program dismissal.

Applicants with criminal backgrounds should contact the relevant licensing or certifying agencies directly to discuss their specific background and eligibility to apply for licensure or certification under

that agency. The University does not guarantee a graduate's eligibility for licensure or certification. An applicant or student is responsible for knowing the eligibility requirements for any license the applicant or student intends to pursue, and the University assumes no liability in the event the student is declared ineligible or disqualified for licensure, certification, or registration. The University may release an individual student's background information to externship agencies as required.

MALPRACTICE AND LIABILITY INSURANCE

All nursing students must hold an active individual liability insurance policy prior to entering undergraduate or graduate externship experiences. Failure to provide the Office of Academic Affairs with a copy of the coverage at least 15 days before the start of the externship experience may result in the course being dropped from the student's schedule. The policy must remain active until the official graduation date or program termination. Students can receive assistance from student support services to obtain individual liability insurance. It is the student's responsibility to ensure coverage is sufficient and contains adequate incidental coverage. Students may complete an application and submit it in a timely fashion to the clinical department. Students will be billed by the University. Students who provide their own malpractice liability insurance must carry the appropriate coverage for programs as well as clinicals.

PROFESSIONAL LICENSURE

Individuals applying for programs which require a professional license for enrollment must have an active Registered Nurse license for the State of Florida or participating Compact state prior to enrollment. The license must remain active and valid throughout enrollment.

PHYSICAL AND MENTAL HEALTH

Students participating in externship experiences must be in good physical and mental health. Any change in physical or mental health must be disclosed, in writing, to the Office of Academic Affairs within 24 hours of the change or before entering an externship affiliate agency (whichever is sooner). Failure to disclose a change in physical or mental health may result in dismissal from the program and University. Please refer to the applicable student handbooks for any additional information regarding health and functional abilities required for specific programs.

HEALTH CLEARANCE, VACCINATIONS, AND IMMUNIZATIONS

Students participating in certain programs will be required to provide verifiable documentation from a healthcare provider licensed in the State of Florida proving that the student has been immunized against certain communicable diseases. A student may also need to provide a statement from a licensed health care provider concerning the student's physical and mental health. The student will bear all costs associated with these health clearance and immunization requirements; as such, costs are not covered in the student's tuition. All nursing students are required to obtain an influenza vaccination annually. Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in dismissal from the program. Students enrolled in the School of Nursing should review program specific handbooks for additional information.

ANNUAL INFLUENZA VACCINATION REQUIREMENT

Nursing students and clinical faculty are required to obtain influenza vaccinations annually. The timeframe for compliance will be announced annually with reasonable advance notice. Members with a religious objection may be excused from vaccination. Students and clinical faculty with a severe allergy

to eggs, prior history of Guillan-Barre syndrome, or certain other neuro-degenerative disorders may be exempted from this requirement. Students and clinical faculty who feel they have any other compelling reason for exemption should contact the Office of Academic Affairs. Failure to comply with, or declination of the influenza vaccination may result in the inability to participate in clinical experiences at University affiliate sites. The University will make reasonable efforts to accommodate students and clinical faculty who are unable to receive the influenza vaccine as a result of one of the identified reasons above. Should accommodations not be possible, the student shall be withdrawn from the program and faculty shall determine with the Offices of Academic Affairs and Human Resources whether other options are available.

MEDIA RELEASE

Students’ participation in University classes and other activities may result in their photo, video, audio recording or statement being recorded or taken. As a condition of enrollment, students voluntarily grant permission to the University to use their name, images or statements in University advertising and other publications for any purpose whatsoever at no financial compensation to the student. Upon enrollment, students release the University, its divisions and employees from any and all liabilities in connection with the use of their name, image(s) or statement(s) in brochures, catalogs, news releases, or other media or advertising or for any other lawful purpose and confirm that students have no rights of ownership whatsoever to such images. **Students wishing to rescind the release must inform the University in writing.**

TECHNOLOGY REQUIREMENTS FOR ALL PROGRAMS

Students enrolled in University programs are required to bring a fully charged laptop or device with a minimum battery life of four hours to each class. The laptop or device must have a functional built-in web camera and microphone. Additionally, the laptop or device must meet or exceed the minimum requirements in the table below:

	Windows	Mac
System Version	Windows 10	MacOS 10.14
Processor	Core i3-3210	Intel Core Processor
Memory	4Gb RAM	4Gb RAM
Hard Drive	120Gb	120Gb

The platforms listed above are the only ones supported by the Office of Information Technology. The table reflects minimum requirements, and it is highly recommended that students utilize more advanced systems.

Students participating in online or hybrid programs must have a high-speed internet connection with a consistent minimum speed of 50Mbps, with higher speeds recommended.

Students are responsible for maintaining their personal computers and other devices. Students may have their personal electronic device checked by the Office of Information Technology prior to the first day of class. The student is responsible for all third-party agreements and all hardware faults. Electronic devices that have not been configured in accordance with, or which do not meet University requirements may not be used. Students who do not come to class with an approved functioning electronic device each day will receive a grade of zero for any assignment, assessment or examination given that day.

VIRTUAL PROCTORING SYSTEM

All students are required to take graded examinations and assignments through the designated Virtual Proctoring System (VPS). The designated VPS shall be installed on all authorized electronic devices used during applicable graded examinations and assignments. In addition to assisting with examination and assignment integrity, the VPS shall record audio and video of each respective student during the exam. All audio and video recorded by the VPS is the exclusive property of the University. Any suspicious or unethical behavior will be investigated and, if substantiated, may result in suspension or dismissal from the program. Any graded examination or assignment required to be completed through the VPS that is not completed through the VPS, shall be considered invalid and shall receive a grade of zero. Additional security measures may be required for specific examinations and assignments.

TECHNOLOGY ORIENTATION

Orientation to technology is provided during New Student Orientation. On the first day of class, students entering core classes will receive an orientation to using assigned educational technology. Students are also provided with contact information for technological support in their program student handbook. During product orientation, students are shown how to access the contact information for product support. Students should refer to applicable student handbooks for any program-specific information.

The Office of Information Technology has a portal, email address and phone number for students to contact if they require additional assistance:

**All requests for IT Services or Tech Support must go through
the IT Help Desk**

Call 305-476-1754 or **EMail:** helpdesk@mru.edu

**Hours of Operation: Mon-Fri 8am to 8pm
Saturday 8am to 5pm
Sunday 8am to 4pm**

OFFICE OF THE BURSAR

The Office of the Bursar is responsible for managing student accounts, payment plans, adjustments, refunds, and credits.

TUITION, FEES, COSTS AND REFUNDS*

ASSOCIATE OF SCIENCE IN NURSING (ASN)

Tuition	\$551 per credit hour
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$2,644-\$3,234
Estimated Book Fees	\$2,189
Course Fee	\$2,400

BACHELOR OF SCIENCE IN NURSING (BSN)

Tuition	\$458.33 per credit hour
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$1,808-\$2,258

BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

Tuition	\$18,000
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$1,564-\$2,014

MASTER OF SCIENCE IN NURSING – FAMILY NURSE PRACTITIONER (MSN-FNP)

Tuition	\$600 per credit hour
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$9,334-\$9,904
Estimated Book Fees	\$1,264
Course Fee	\$850

FAMILY NURSE PRACTITIONER POST MASTERS CERTIFICATE (FNP-PMC)

Tuition	\$600 per credit hour
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$9,639-\$10,209
Estimated Book Fees	\$936
Course Fee	\$1,000

MASTER OF SCIENCE IN NURSING – DIRECT ENTRY (MSN-DE)

Tuition	\$670 per credit hour
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$2,644-\$3,269
Estimated Book Fees	\$3,132
Course Fee	\$2,150

INTENSIVE ENGLISH FOR PROFESSIONALS OF OTHER COUNTRIES (IEPOC)

Tuition	\$903 per class
Registration Fee	\$100
Other Estimated Costs	\$357-\$1,000

MASTER OF BUSINESS ADMINISTRATION (MBA)

Tuition	\$15,500
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$1,350-\$1,800
Estimated Book Fees	\$2,500

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION (MEd)

Tuition	\$15,500
Application Fee	\$100
Registration Fee	\$100
Other Estimated Costs	\$1,450-\$1,900
Estimated Book Fees	\$1,000

Program Costs Disclosure: The program price includes only one instance of each item. Students are responsible for any cost incurred more than once, such as retaking exams, reapplication of exams, reevaluations, additional background checks, additional vaccines and physicals, supplies (scrubs, etc.), books, or any materials lost by the student that need to be repurchased/replaced.

*Estimated costs may vary based on potential transfer credits, electronic device, the necessity and extent of translation services, and other services or materials used. Please refer to your enrollment packet for additional information.

POLICY FOR REPEATED COURSES

Students are responsible for all fees associated with repeating failed courses. A student may receive financial aid when repeating a course that was previously failed or not completed (0.00 GPA or grade of F, W, WA, WF, I, XF) in certain specified circumstances.

Federal financial aid regulations limit the number of times an undergraduate student may repeat a previously passed course and receive financial aid for that course. This financial aid regulation applies to undergraduate students only. A student may receive financial aid for a previously passed course only once.

If a student is repeating a course that is ineligible for financial aid, the Office of Financial Aid will review and recalculate the student's financial aid eligibility as necessary to exclude the credits for the repeated course. The Office of Financial Aid will notify the student of any changes to the student's financial aid eligibility. This regulation applies regardless of whether the student received financial aid for previous enrollments in the course.

PAYMENT POLICY

Students must meet minimum payment criteria by the due dates reflected on their student payment plans to avoid late fees. Students are required to view account balances online and remain apprised of their account status. Tuition and fee statements are e-mailed to students as payment reminders only.

Eligible awards will be automatically credited to the student's account. It is still each student's responsibility to pay any remaining fees owed on the account that are not covered by financial aid.

The University accepts cash, money order, checks, Visa, MasterCard, Discover, and American Express. Checks must be made payable to Miami Regional University. Credit card payments must be made by an authorized signer on the credit card used for payment.

LATE CHARGES

Payments must be made monthly after the first payment due date. Payments made 10 days or more past the due date will incur a late payment fee of \$10 per month.

LATE PAYMENTS

A student whose account is not paid within seven (7) days of the payment due date will receive a late payment notice. After a second consecutive missed payment, the student's Moodle account will be blocked, which will prevent access to homework assignments and exams. Students with accounts more than 60 days delinquent may not be allowed to register for the next semester.

DISHONORED PAYMENTS

If a payment by check is returned by the bank for insufficient funds or if the bank is unable to process it, the student will be charged a \$20.00 fee. If the student incurs more than one dishonored payment on their account, that student will no longer be allowed to use that form of payment.

REFUND AND CANCELLATION POLICIES

A student must officially drop or withdraw from a class by the published deadlines in order to receive payment credit. No refunds or waivers will be granted for drops after the Add/Drop deadline (7 days from the start date) unless the class is cancelled by the University. There is no prorated refund schedule. Dropping classes is the student's responsibility.

Refunds will be made within 30 days of the date that the University determines the student has withdrawn. Students will receive a refund in the form of original payment, excluding cash. If payment was made by credit card, the refund will be credited back to the credit card used. If payment was made by cash or check, the refund check will be mailed to the student's address on record. Students must ensure that their correct mailing address is on file with the Office of the Registrar. Students should contact the Registrar to update student records.

Refunds cannot be carried forward for credit to the next semester's registration. Refunds are processed after all fees or obligations owed to the University are met.

CANCELLATION REQUESTS

Requests for cancellation must be made in person or in writing to the student's Admissions Representative. All monies paid by an applicant will be refunded if requested within three calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the University, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event, may the University retain more than \$150.

REFUNDS FOR CLASSES CANCELLED BY THE UNIVERSITY

If tuition and fees are collected in advance of the start date of a program and the class is canceled due to insufficient enrollment, any payments made by the prospective student who has not withdrawn will be refunded within 30 calendar days of the date that the University cancels the class. The University may accept return of unmarked/unused textbooks, scrubs, or unopened kits within 10 days of withdrawal if the items are found to be in new condition as determined by the University.

REFUNDS FOR STUDENTS WHO WITHDRAW BEFORE THE END OF ADD/DROP

If the applicant cancels before the end of the final day of the Add/Drop period, or does not begin a class, the student will be refunded the tuition and refundable fees already collected within the applicable timeframe. Students will not be refunded the registration fee, application fee, fees for non-refundable books or materials, insurance application fee, or any other non-refundable fee disclosed to the student or specified in the University's policies.

REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE UNIVERSITY

Students who have not visited the University facility prior to enrollment have the opportunity to withdraw without penalty within three calendar days following either orientation or following a tour of the facilities and inspection of the equipment.

REFUNDS FOR STUDENTS ENROLLED IN A PROFESSIONAL DEVELOPMENT, GENERAL EDUCATION/NON-DEGREE, OR LIMITED CONTRACT INSTRUCTION

Tuition, fees, and instructional charges are non-refundable after the Add/Drop deadline for Professional Development, general education/non-degree, or limited contract programs (programs of 100 hours or less).

REFUND POLICY FOR ENROLLMENT TERMINATION

Tuition and fees are non-refundable for students who withdraw with their last day of attendance falling beyond the Add/Drop period. The University will have earned 100% of all tuition and fees associated with the semester.

REFUNDS TO STUDENTS NOT ACCEPTED BY THE UNIVERSITY

Students who are not accepted will receive a full refund, except for the application fee and transfer review fee, if applicable.

STUDENT DISMISSAL FOR FAILURE TO SATISFY FINANCIAL OBLIGATION

Any student failing to satisfy their financial obligation who is over 75 days delinquent may be dismissed.

OFFICIAL WITHDRAWALS

An official withdrawal is defined as a student-initiated withdrawal done in person or in writing, that the student is withdrawing. A student may officially withdraw from his or her training by submitting an official withdrawal form or by sending an email to their corresponding dean.

UN-OFFICIAL WITHDRAWALS

An un-official withdrawal is defined as an institution-initiated withdrawal.

WITHDRAWAL DATE

If you have consecutive unexcused absences, you will be withdrawn within 14 calendar days of your last date of attendance. Students receiving educational assistance benefits from the Department of Veterans Affairs (VA) will be withdrawn after 12 consecutive days of unexcused absences after the students Last Day of Attendance (LDA).

DEADLINE FOR TUITION REFUNDS FOR NON-TITLE IV STUDENTS

Refunds will be made within 30 calendar days of the last day of attendance.

VETERAN'S REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end. Students receiving educational assistance benefits from the Department of Veterans (VA) will be withdrawn after 12 consecutive days of unexcused absences after the student's last day of attendance.

CAREERSOURCE BROWARD REFUND POLICY

Students funded by CareerSource Broward (CSBD) who withdraw within the first ten (10) days of class, will receive no funding from CSBD. Therefore, no refund is needed. Withdrawals after the first ten (10) days of any month will be paid by CSBD for that month only with no further payments or refunds.

CAREERSOURCE SOUTH FLORIDA REFUND POLICY

In the event a student withdraws after the posted Add/Drop period, there is no refund due to CareerSource.

VOCATIONAL REHABILITATION REFUND POLICY

In the event a student withdraws after the posted Add/Drop period, there is no refund due to Vocational Rehabilitation.

OFFICE OF FINANCIAL AID

Miami Regional University provides financial assistance to those who qualify. The Office of Financial Aid assists students in obtaining financial aid available to fund their education. Financial Aid representatives are available to assist students through a combination of onsite and offsite operations.

“Financial aid” refers to any grant, loan, or scholarship offered to students in connection with their studies. Most financial aid is based on the student’s financial need as determined by the federal government’s system of need analysis. Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form. The amount and type of financial aid that a student may receive are determined by federal, state and institutional guidelines.

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The amount of the award depends upon determination of the student’s eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is available for students with exceptional financial needs, which means students with the lowest Expected Family Contributions (EFC). This program gives priority to students who receive Federal Pell Grants with the lowest EFC. An FSEOG award does not have to be repaid.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. Until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the University’s Office of Financial Aid. Repayment begins six months after students graduate, when enrollment drops below half-time status, or when a student withdraws from the University. Student borrowers of federal loans must also satisfy entrance and exit loan counseling requirements.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children’s education. Loans are made available to the parents of a dependent student by the U.S. Department of Education. For additional information, students should contact the University’s Office of Financial Aid.

FEDERAL DIRECT PLUS LOANS (GRAD PLUS LOAN)

The U.S. Department of Education makes Direct PLUS Loans to eligible graduate or professional students through schools participating in the Direct Loan Program. To receive a grad PLUS loan, a

student must be a graduate or professional student enrolled at least half-time in a program leading to a graduate or professional degree or certificate; not have an adverse credit history (unless the student meets certain additional eligibility requirements); and satisfy the general eligibility requirements for federal student aid. For additional information, students should contact the University's Office of Financial Aid.

WHO QUALIFIES FOR FINANCIAL AID?

To be considered eligible to receive Title IV aid, a student must meet the following requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with-transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

APPLYING FOR FINANCIAL AID

1. The application process used by the University to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov. When completing the FAFSA, please use the University's school code #04128400. A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at www.irs.gov.
2. All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.
3. The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

STUDENT RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is an important responsibility for all students. A student's financial aid responsibilities include, but are not limited to, the following:

- Acknowledging and meeting all deadlines for applying /reapplying for Financial Aid
- Providing complete and accurate information on the FAFSA and financial aid forms
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from University, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information in connection with Federal Financial Aid is a violation of the law and is considered a criminal offense.

REAPPLYING FOR FINANCIAL AID

Financial aid is not automatically renewed. To be considered for financial aid assistance from one year to the next, all students must reapply. It is quite possible that financial aid awards may change from one year to the next since the amount and type of aid are based upon the family's financial status each year. The Office of Financial Aid may change policies at any time to ensure continued compliance with changes in Federal and State regulations governing student financial aid.

VERIFICATION

Verification is the process of checking the accuracy of the information supplied by financial aid applicant on the Free Application for Federal Student Aid (FAFSA). Students may be selected for verification at random, or if something unusual warrants further investigation.

The verification requirements apply to all applicants for Federal student aid under the following programs:

- The Federal Pell Grant Program
- The Federal Supplemental Educational Opportunity Grant Program
- The Federal William D. Ford Direct Loan Program

Aid will not be disbursed until the verification process has been completed.

NOTIFICATION OF SELECTION FOR FINANCIAL AID VERIFICATION

A student selected for financial aid verification will receive notification of the selection from the Office of Financial Aid. This notice will detail all additional documentation required for submission before financial aid awards are considered official and disbursable. The student's Federal Student Aid Report (SAR) will also indicate whether a file has been selected for verification. The SAR is typically accessed via a link sent to the student by the Department of Education after the student files a FAFSA.

VERIFICATION SUBMISSION DEADLINE

The University recommends all verification documents be submitted to the Office of Financial Aid

within three weeks of notification of selection. The official submission deadline for Pell grants, regulated by the U.S. Department of Education, will be followed by the University and can be found in the *Federal Register*. No aid will be disbursed until all required verification submissions are received by the Office of Financial Aid.

VERIFICATION DOCUMENTATION

Dependent students selected for verification must submit a Federal Dependent Verification Worksheet signed by the student and a parent. Parent and student tax return transcripts must be obtained from www.irs.gov for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but who are not required to file a federal tax return, must submit copies of all federal W-2s received the previous tax year.

Independent students selected for verification must submit a Federal Independent Verification Worksheet signed by the student and his or her spouse (when applicable). Student and spouse's (when applicable) tax return transcripts must be obtained from www.irs.gov for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but who are not required to file a Federal tax return must submit copies of all Federal W-2s received the previous tax year.

NATIONAL STUDENT LOAN DATABASE SYSTEMS (NSLDS)

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database Systems (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data-system.

OVERPAYMENTS, FRAUD AND ABUSE

The University's Office of Financial Aid will report to the Office of Inspector General all instances of suspected fraud where a financial aid applicant, employee or other individual has misreported information or altered documentation to increase aid eligibility or otherwise fraudulently obtained federal aid.

REFUNDS AND REPAYMENTS

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the University or the student. The federal formula is applicable to an eligible student receiving federal aid who failed to complete the payment period. A student who withdraws after the 60% point in time has earned all the aid. If a student does not begin class, the R2T4 formula does not apply. In that case, all aid disbursed must be returned. An official withdrawal occurs on the date the University receives notice from the student, in person or in writing, that the student is withdrawing.

For unofficial withdrawals, a student's withdrawal date is 14 calendar days of consecutive unexcused absences. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus Loans and withdraws before completing the payment period. Students who withdraw after completing 60% of the payment period have earned all the aid. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of

Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives fewer Title IV funds than the amount earned, the University will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if eligible. If there are current educational costs still due the University at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student, and the University must receive the student's permission before crediting his or her account.

THE FOLLOWING TITLE IV REFUND DISTRIBUTION USED FOR ALL FINANCIAL AID RECIPIENTS DUE A REFUND:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. FSEOG

Refunds will be made to the federal programs within 45 days of the withdrawal date. Official withdrawals from the University will be from the date the student notified the University in person or in writing in accordance with the withdrawal policy of the University. Unofficial withdrawals will be from the date the University determines the student has been withdrawn in accordance with the University's withdrawal policy.

PRIVATE FINANCING PROGRAMS

Private financing programs are available to help students meet the costs of education by providing long-term financing options. Students should exhaust all federal Title IV assistance available, including the Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loan, before considering a private student loan program. The repayment terms of federal programs may be more favorable than the terms of private loan programs. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

FLORIDA STATE GRANTS

Miami Regional University students are eligible to participate in the following Florida State programs:

- Florida Bright Futures Scholarship Program
- Florida Postsecondary Student Assistance Grant
- Jose Marti Scholarship Challenge Grant
- Scholarship for Children/ Spouses of Deceased or Disabled Veterans
- Honorably Discharged Graduate Assistance Program

For information on how to apply for these grants and scholarships visit the Florida Student Scholarship and Grants Programs website, available at

<http://www.floridastudentfinancialaid.org/SSFAD/home/ProgramsOffered.htm>

Students may also speak with one of our Financial Aid Representatives.

VETERANS ADMINISTRATION BENEFITS

Miami Regional University is approved for participation in various funding programs offered through the Veterans Administration. Information on eligibility requirements and applications can be obtained from the Office of Financial Aid.

In accordance with Title 38 US Code 3679 subsection (e), Miami Regional University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

SCHOLARSHIPS

Miami Regional University offers a variety of scholarships. Qualified students are eligible to apply for the scholarships described below. Scholarships are limited in number and awarded at the University's discretion to select students. Not all students who satisfy the eligibility criteria for a scholarship will be awarded scholarship funds.

Dr. Juan G. Solana Scholarship for Miami Regional University Students

Dr. Juan Gutierrez de la Solana, born in Havana, Cuba, in 1916, was a cardiologist who was loved and respected by his many patients and colleagues. The Castro regime did not allow him to leave Cuba, therefore, Dr. Solana escaped to the United States in a 17-foot boat, where he found freedom and was reunited with his three daughters. Shortly thereafter, Dr. Solana passed the Medical Board Exam, and began practicing at a hospital in Georgia, until he retired.

By the time he was able to establish his own practice, he felt that his age prevented him from becoming a cardiologist again in the United States. Dr. Solana, however, continued to work as a general practitioner, and dedicated his life to his passion for healing and helping others. In his memory, this scholarship is awarded to select outstanding foreign physicians, who seek the opportunity in the United States to pursue their passion to save lives and enhance the quality of life for others through the practice of nursing or the medical arts in a related field.

Foreign physicians attending Miami Regional University's Nursing Program are eligible to apply for this scholarship, which is awarded by the Scholarship Committee. To apply, the student must fulfill the following requirements:

1. Student must submit a scholarship application and essay to the Office of Financial Aid.

2. The scholarship must be used toward tuition or books for the Associate of Science Nursing degree.
3. The student must have attended the University for thirty weeks after his/her start date to receive the scholarship fund as an application to tuition.
4. If the student withdraws from the University, the scholarship money will be forfeited back to the University.
5. To be eligible, the student must have a CGPA of 3.0 or higher. Award amounts may vary.

Displaced Student Scholarship

As of November 9, 2015, students pursuing a career in nursing who have been uprooted by their school's closing are eligible to apply for this scholarship. The purpose of this scholarship is to provide tuition cost assistance for students enrolling at Miami Regional University who were displaced when their school, College, or University closed. Scholarship amounts will cover tuition cost for one (1) mini- semester course. To be considered for this scholarship, the candidate must fulfill the following requirements:

- Student must apply for the scholarship prior to enrolling in a nursing program.
- Student must have met all the Admission and Graduation requirements.
- Student must provide proof of enrollment within the last 120 days at a Florida College or University that is now closed.

Partners in Health Scholarship

As of January 5, 2015, a scholarship for students pursuing a career in health care is available to students. The purpose of this scholarship is to provide tuition cost assistance for students enrolled in a health care program at Miami Regional University. Scholarship amounts will cover outstanding tuition balances (but not to exceed the cost of the enrolled program), registration and admission application fees, and Student Services/Technology and Media Fees. To be considered for this scholarship, the candidate must fulfill the following requirements:

- Student must apply for the scholarship prior to enrolling in a health care program.
- Student must have met all the Admission and Graduation requirements.
- Student must be employed in the Health Care field and deemed to be demonstrating career potential by employer, to be considered.
- Limit one (1) scholarship per affiliation/per program
- Fees covered by the scholarship: Tuition for the program, registration, application fees, technology fees, media fees
- All other fees are to be paid by the student
- Student must maintain a minimum of 3.0 GPA for each term throughout the entire program. Loss of 3.0 GPA voids the scholarship.

Health Science Conversion Scholarship

As of August 26, 2015, a scholarship for persons with a bachelor's degree or higher in a Health or Science field with a need for prerequisite classes for possible enrollment in the Master of Science in Nursing Direct Entry program is available to students. The purpose of this scholarship is to provide tuition cost assistance for students that have a minimum of a bachelor's degree in a Health or Science field but need to take prerequisite classes to enroll in the Master of Science in Nursing Direct Entry program at Miami Regional University. This scholarship covers the outstanding tuition balance of up

to \$4509.00 for the prerequisite classes taken prior to beginning the Master of Science in Nursing Direct Entry program.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Student must apply for the scholarship prior to enrolling in the prerequisite classes.
- Student must have completed all required prerequisite classes at MRU.
- Student must have been accepted into the Master of Science in Nursing Direct Entry program at MRU.
- Student must have met all the graduation requirements for the Nursing program.

Elio Grillo International Student Scholarship

As of August 13, 2018, a scholarship for international students with a need for IEPOC is available to students. The purpose of this scholarship is to provide tuition cost assistance for international students transitioning from IEPOC into a degree program at Miami Regional University. This scholarship covers the full tuition balance (up to \$5,418.00) for all IEPOC classes taken prior to beginning a degree program at Miami Regional University. To be considered for this scholarship, the candidate must fulfill the following requirements:

- Apply for the scholarship prior to enrolling in a degree program.
- Meet all program admission requirements.
- Student must complete IEPOC 6 at MRU.
- Student must have met all the graduation requirements for a degree program.
- Student is responsible for all other fees.
- Repeating failed classes will terminate scholarship.

Miami Regional University Business Professional Scholarship

As of April 9, 2019, graduate students pursuing a master's degree in Business Administration at Miami Regional University are eligible to apply for this scholarship. The purpose of this scholarship is to provide tuition cost assistance for selected graduate students enrolled at Miami Regional University. Scholarship amounts will cover the tuition cost for the entire program with a maximum tuition amount of \$10,000.00.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Apply for the scholarship prior to enrolling in a degree program.
- Meet all program admission requirements.
- Fees covered by the scholarship: tuition cost for the entire program
- Student is responsible for all other fees
- A minimum of a 3.0 GPA for each term must be maintained throughout the entire program. Loss of 3.0 GPA per term voids scholarship.

Dr. Angel Garcia Sousa Scholarship

As of November 5, 2020, foreign professional graduate students pursuing a Master of Nursing in the Direct Entry program at Miami Regional University are eligible to be considered for the Dr. Angel Garcia Sousa Scholarship. The purpose of this scholarship is to provide program cost assistance for graduate students enrolled at Miami Regional University. The scholarship amount is \$750.00 to be paid in the final semester of the program.

After having worked as a Medical Doctor in Cuba, Dr. Garcia Sousa had to start his career again in South Africa, and then again in the United States, reaching his goal to become a Doctor in Nursing Practice and Family Nurse Practitioner. Miami Regional University was blessed to have Dr. Garcia Sousa among its faculty and leadership. Dr. Garcia Sousa's dream of further advancing his skills and practice came to a sudden end when he passed away unexpectedly, leaving those who knew him with the remembrance of a great man who was always there for anyone who needed medical assistance. This scholarship is named in his honor.

The Dr. Angel Garcia Sousa Scholarship will be awarded to foreign professionals who, like Dr. Garcia Sousa, have had to start over in the United States. Students receiving this scholarship have demonstrated a passion for saving lives and providing comfort to those in pain. Their passion motivates them to overcome obstacles such as economic difficulties, a new language, different medical protocols, stricter regulations, being a student again, and many other challenges faced by foreign professionals.

To best portray to the qualities sought in these scholarship candidates, his brother, Alexis Garcia Sousa, one of the University's faculty and graduates, describes him as follows:

It won't be easy to follow the path of such an accomplished man, who was able to read a page once, and remember it forever, who always conducted both his professional and his personal life, with compassion in his heart and unselfish generosity, offering not only his time, but his heart and soul to all in need, while requiring strict standards of quality and service from those under his tutelage.

He was a strict follower of the Hippocratic oath: to assist, teach, educate and help all individuals, especially the ones with a vocation in the Health Care field.

He was also mindful of the wisdom of Asclepius: to give service and hope to everyone, with no other purpose than that of being instrumental to those who listened to their hearts in achieving the peace of mind and the faith in themselves needed to realize their calling in life.

It is a privilege and a great challenge to accept this scholarship, and to honor Dr. Garcia Sousa's life achievements, and his vision of a better humanity, through love of all and honest dedication to one's purpose in life.

Miami Regional University hopes that the recipients of this scholarship will follow this example.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Apply for the scholarship prior to enrolling in the program.
- Meet all program admission requirements.
- Scholarship amount of \$750 to be paid during the final semester of the Direct Entry program.
- Must have a 3.80 cumulative GPA at the end of each semester
- All other fees are to be paid by the student. Please refer to the catalog for a detailed list of other fees.

Believers in Our Mission Scholarship

Since 1999, Miami Regional University has strived to offer learning possibilities for all students through mutually beneficial community and business partnerships that focus on preparing students for lifelong learning in an evolving world. The Believers in Our Mission Scholarship has been established through the generosity of vendors and benefactors with the purpose of helping Miami Regional University students obtain a higher education degree. This scholarship offers up to \$1,000 to cover a student's educational expenses (tuition and required fees) for the final semester of an undergraduate degree. Awards vary by individual, based on the cost of tuition as well as other grants or scholarships they may receive.

To be considered for this scholarship, candidates must fulfill the following requirements:

- 1) Be enrolled in an undergraduate program at Miami Regional University.
- 2) Be a first-time degree seeker (Students with any college or university degree are ineligible).
- 3) Meet all program graduation requirements.
- 4) Maximum amount of scholarship - \$1,000
- 5) A minimum of a 3.0 GPA for each term must be maintained throughout the entire program.
Loss of 3.0 GPA per term voids scholarship

The student is responsible for any balance due to the University after the scholarship is paid.

A directory of individual scholarships funded by vendors and other sponsors may be found on the Vendor List at our Scholarship Source webpage.

OTHER FINANCIAL OPTIONS

Students may apply to other financial providers such as CareerSource Centers and Vocational Rehabilitation. Private loans are available to students who qualify. Please see the Office of Financial Aid for further details. The University provides an interest free payment plan to students.

STUDENT SUPPORT SERVICES

Student Support Services, such as the Offices of Admissions, Campus Life, Financial Aid, Registrar, Bursar, Library and Learning Resource Center, The Office of Academic Advisement and Student Success, Center for Student Achievement, and Career Services, are available to students Monday through Saturday. Office hours are posted outside of each office. E-mails, calls, and requests will be answered by the next business day.

ORIENTATION

All applicants accepted into any program must complete a required student orientation. The Office of Admissions and Enrollment Services will notify the student of the orientation date, time, and location when applicable, or instructions for participating in a virtual orientation. Students missing the orientation must meet with the Office of Admissions and Enrollment Services to schedule a make-up orientation. Failure to complete orientation may result in dismissal from the program and University. Currently enrolled students may be required to attend on campus or virtual program updates, orientations, and/or meetings prior to the start of the next term. These sessions are used to communicate important changes, review critical policies and procedures, as well as complete requirements necessary to begin the new term. Students who fail to attend mandatory orientation, update, or meeting sessions may not be allowed to take classes.

ACADEMIC ADVISING SERVICES

Academic Advising Services are available to all enrolled students, at any time, to discuss academic issues and challenges that may occur throughout their time of enrollment. The Office of Academic Advisement and Student Success is designed to implement the most effective methods, strategies and skills needed to provide students with possible options and alternatives to help resolve their specific academic concerns. The Office aims to prevent academic problems rather than simply solving them. Academic Advisors, faculty and academic administrators monitor students ongoing progress and may refer high risk student for mandatory advising. Students are expected to comply with referrals to The Office of Academic Advisement and Student Success.

Please contact The Office of Academic Advisement to schedule a meeting with an advisor. Students may schedule appointments by calling 305-442-9223.

In addition to on campus services, virtual services are available to students who require assistance. Students may contact the IT Help Desk at 305-476-1754 or helpdesk@mru.edu.

The University is committed to the wellbeing of our students and has committed to providing support services throughout each student's enrollment. The University has partnered with the WellConnect Program. Students have round-the-clock access to many services. Some of the services available are:

Counseling Services: WellConnect, powered by New Directions offers immediate in-the-moment support, as well as free short-term counseling to address issues such as stress, depression, family and relationship concerns, addiction, academic challenges, and more. When a student calls the main toll-free line, the student will speak with a knowledgeable and experienced clinician who can help connect them to the resources they need.

Resources and Support: Students can obtain support and resources from a specialist who can help them address issues in their daily lives, which may be an obstacle to success in their program. The types of resources that are available include researching community-based housing, moving, and relocation options; informed referrals for healthcare services, transportation, utilities, and assistance with identifying volunteer opportunities.

Legal Services: Free initial phone consultation is available with a state-admitted attorney on most legal issues, including estate planning, adoption, divorce/custody, bankruptcy, landlord/tenant disputes, contracts, criminal charges, and eldercare tools (e.g., wills, healthcare proxies, powers of attorney, etc.). Students receive a 25% discount off the hourly rate if the participating attorney is retained. Note: the program does not cover employment-related issues.

Financial Services: Free phone consultations with experienced financial educators on many issues such as budgeting, debt management, credit concerns, mortgages, and financing. This service also includes identity theft recovery assistance, including a free, 30-minute telephonic consultation with an identity recovery professional who will work with the student to assess the situation, review the student's credit report to determine fraud, create an action plan, and provide a packet of forms and instructions on restoring credit. Additional financial support includes referrals to certified financial professionals, online articles and tip sheets, investment and retirement calculators, and financial worksheets.

Family and Caregiving: Students are entitled to free confidential access to dependent care resources and services, including phone consultations with well-qualified family and caregiving specialists; provider searches for childcare, eldercare, and pet care; confirmed match referrals with vacancy checks; educational materials to help evaluate care options; online searchable databases; information about government, community-based, and private resources; and articles, tip sheets, and audio tips related to education and scholarships, senior care and housing options, parenting and discipline, and many other popular family and care giving topics.

Health and Wellness: The basic service offers access to an extensive library of tips, articles, and screening instruments regarding common health concerns; information and referrals for diet, nutrition, weight management, traditional and alternative medical resources; personal safety information for people of all ages; current research specific to women, men, pediatric and geriatric health issues; and practical guides to developing habits conducive to overall wellbeing.

To access these resources at any time, students and members of their household may contact:

WellConnect powered by New Directions

Toll Free: 866-640-4777

<http://www.wellconnectbysrs.com>

Students will be provided an account number and user-identification card during orientation. These services are confidential. For further information, please visit the Office of Academic Affairs.

CAMPUS LIFE

The Department of Campus Life works closely with students, alumni, and student services departments. Everything is interconnected at MRU. Campus Life connects students and alumni to available services, community events, commencement and pinning ceremonies, veteran affairs, and social and cultural events on campus. New students are introduced to Campus Life at orientation. Additionally, MRU4You was created as part of Campus Life to provide students a streamlined way to access resources, obtain answers to general questions, and find assistance with challenges associated with campus life. MRU4You connects students directly with a team member to ensure efficient and speedy resolutions.

Students can call 1-844-MRU-4-YOU (1-844-678-4968) or email mru4you@mru.edu.

MILITARY & VETERAN AFFAIRS

We live in the Land of the Free, because of the Brave. Miami Regional University is committed to providing all eligible United States Military service members, veterans and their families assistance in reaching their educational goals. As part of our commitment, MRU waives the registration, application and background check fees for qualifying individuals. MRU has trained staff available to assist eligible service members, veterans and their families with benefits available to them from the United States Department of Veteran Affairs and Florida Scholarships, such as the Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members. Each will receive assistance with applications and enrollment, review of the GI Bill regulations and in making sure they receive the maximum award possible. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veteran Affairs (VA) should get VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the ebenefits website, located at <https://www.ebenefits.va.gov/ebenefits/homepage>.

Questions should be directed to veteranaffairs@mru.edu.

BOOKSTORE

The Bookstore and its products and services are available to students Monday through Saturday. The Bookstore hours are:

Monday – Friday	8:30 AM – 7:00 PM
Saturday	8:30 AM – 12:30 PM

Bookstore hours are subject to change. Please contact the Bookstore or see the hours posted outside of the Bookstore, if applicable, for any updates.

The Bookstore will attempt to answer all e-mails, calls, and requests within 24 hours or the next business day.

Bookstore Products

Miami Regional University Bookstore offers for sale the following: textbooks, trade books, technical and reference books, course aids, study aids, scrubs, lab coats, and student IDs. The only uniforms approved by MRU are those available through the Bookstore.

Bookstore Procedures

Each term, information concerning required or recommended textbooks, supplies, and equipment should be readily available to students. In accordance with the Higher Education Opportunity Act (HEOA) of 2008, and in addition to the Higher Education Act of 1965 (as amended), MRU, like other postsecondary educational institutions must disclose information in the recommended and required textbooks needed to complete each course of study. A list of textbooks and their approximate costs can be found on the student portal.

Printed textbooks may not be included in the cost of tuition. Students have the opportunity to purchase printed textbooks independently through the least expensive vendors of their choice. Printed textbooks are available for order through the University Bookstore. Students may have access to some digital content, including eBooks in the Student Learning Management System (Moodlerooms) for select courses.

Note: Students are required to have the correct textbook editions and supplements for each course. A laptop meeting the minimum specifications as defined by the University, along with the appropriate books must be brought to class for each course on the first day of that course.

Failure to have the correct eBooks, printed textbooks, computer, student ID and/or required supplements may result in the student being issued the proper eBooks, printed textbooks, electronic device, student ID and/or supplements by the University. Charges for these items (retail price) will be placed on the student's account. The student will be responsible for all charges.

Ordering from the Bookstore

Students choosing to order printed textbooks, computers, IDs, scrubs, lab coats, course aids or supplies from the Bookstore must first pay the Bursar and bring the receipt to the Bookstore. If the item is in stock, a receipt will be issued, and the student is required to sign the receipt.

Student ID photos will be taken and issued to students by Bookstore staff.

Students requiring scrubs must try on uniforms for correct sizing during admissions and will be allowed into class only when wearing the appropriate authorized uniforms. The Bookstore only orders the uniforms for individuals who have completed this process. Those students requiring lab coats must go to the Bookstore during the third week of class to try on and order the correct size.

Bookstore Items not in Stock

If an item is not in stock and is expected to be available later, a "Pending" receipt will be completed for ordering. Once the item arrives, the Bookstore will send an email to notify the student that the item is ready for pick-up. Once an item has been ordered, and the student is advised of its arrival, the item will be charged to the students account, regardless of whether it is picked up.

Bookstore Returns

Printed textbooks may not be returned once they are opened from the original packaging, or once they have been issued for more than three business days. Course supplements, including online enhancements and licensing codes, may not be returned, and the student shall be responsible for the cost. For cancelled classes, the University may accept return of unmarked/unused textbooks, scrubs or unopened diagnostic kits within 10 days of withdrawal if the items are found to be in new

condition as determined by the University.

Uniforms must be in original condition (not laundered) and must have tags still intact. Uniforms will be accepted for exchange only. If the uniform no longer fits, the student is required to purchase new ones following ordering procedures above.

Lost Items

Students who lose printed textbooks may purchase or order another through the Bookstore if the books are still available. They must follow ordering procedures above.

Students who lose their IDs must pay the Bursar for a lost ID, take the receipt to the Bookstore have a new picture taken and have a new ID issued.

Students who have lost or damaged their uniforms will be required to purchase new ones. They must order from the bookstore following the procedures above.

Bookstore and Transfer Students

Students transferring from other programs are expected to have the required course materials. If a transfer student wishes to purchase books or materials for courses for which they already have credit, they may order the materials through the process described in the *Ordering from the Bookstore* section of this Catalog.

LIBRARY AND LEARNING RESOURCE CENTER

The Library and Learning Resource Center (LLRC) provides access to resources for students, faculty, and staff. Students may borrow a maximum of two materials at once for two weeks and can request to extend or renew the loan for an additional two weeks. Faculty may borrow textbooks relating to their course for six months, with unlimited renewal, and may borrow supplemental materials for five weeks, with one renewal. Reference materials are not to be removed from the library. Students and faculty may sign out material as needed. Students and faculty are responsible for the materials while they are in their possession. Lost or damaged materials will be charged to the borrower at current retail price.

Faculty and students can request materials from other academic institutions through the World Share Inter Library Loan System. Materials ordered from a different library usually take three to five business days to arrive. Instructions on the return of the material arrives with the requested material.

Students, faculty and staff also have unlimited access to the 24-hour University Virtual Library through the student, faculty, and staff portal. The Virtual Library contains thousands of online and full text journals, textbooks and resources. Library staff are available by e-mail or phone to take questions and help with research. Members of the University community may also schedule a time for an in-person appointment with a librarian.

Contact Information

Phone: 305-422-9223 Extension: 6045 or 6018

Library email: library@mru.edu

Moodle Room Widget: Ask an MRU librarian

The Library and Learning Resource Center Campus Hours*

Monday to Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 7:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	Closed
Virtual Library	24 hours, 7 days a week.

*Hours are subject to change, including but not limited to emergencies such as hurricanes or pandemic related changes. Please see hours posted outside of the Library or the University's library page at <https://mru.edu/academics/library> for updates. Virtual Library is available 24/7.

CENTER FOR STUDENT ACHIEVEMENT

The Center for Student Achievement (CSA) was created to exemplify Miami Regional University's commitment to the success of all enrolled students. Success embodies academic excellence, personal guidance, advising, and professional development. The CSA is available to discuss academic issues and challenges that may occur throughout the student's time at the University. The CSA is currently designed for Nursing School students to help students meet the challenges of Nursing School while fostering a learning environment with adequate resources for student success. Using various methods and tools, the CSA aims to help students maintain a balance between academic and other life challenges, by referring students to relevant resources.

CSA Mission

The mission of the Center for Student Achievement is "Student Success," focusing on supporting students in achieving academic excellence.

CSA Team

The CSA consists of a dedicated team to include University leadership and faculty committed to student success. The CSA is part of the School of Nursing under the leadership of the Dean of Nursing.

OFFICE OF CAREER SERVICES

The University's Office of Career Services provides ongoing guidance for all aspects of seeking and keeping employment. Employability skills workshops are offered to students and graduates on topics such as resume writing, business etiquette, and interviewing skills. Some workshops may be via webinar and others are on campus. Job fairs are held quarterly for students and graduates, to provide additional employment opportunities. Career Services one-on-one meetings are also available via video conferencing with a Career Services Team Member. Job opening announcements from potential employers are posted on the informational boards and emailed when available.

Career Services is available by appointment or on a walk-in basis. The University does not guarantee employment upon graduation. The University maintains compliance with federal, local, and general placement requirements. Criminal history (or investigations) may affect the University's ability to assist with job placement opportunities.

OFFICE OF THE REGISTRAR

STUDENT RECORDS AND ACADEMIC TRANSCRIPTS

The Office of the Registrar maintains student records. These records are available to active, withdrawn, or graduated students upon request. Transcripts are available to current and former students who have met all monetary obligations to the University; students with past due accounts will not be issued transcripts. There is a fee for all documents requested through the Office of the Registrar. The schedule of fees is listed on the Document Request Form. Active students can obtain their unofficial transcripts through the student portal at no cost.

All transcript requests must be submitted in writing. Students can make their request through the Office of the Registrar by completing a Document Request Form which can be obtained through the University Website or by requesting it through e-mail. The completed Document Request Form can be sent by mail or email to:

**Miami Regional University
The Office of the Registrar, Transcripts
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166
305-442-9223
Registrar@mru.edu**

Document requests take approximately two to three weeks to process. Students will be contacted by email when their requests have been processed. Document requests can be made for the following documents:

- Transcripts
- Enrollment letters
- Copies of Foreign Evaluations
- Copies of any document in the Academic File

Students requesting a diploma must first complete the graduation clearance process or a diploma will not be issued. This process is completed by meeting with The Offices of Financial Aid, the Bursar, Academic Affairs, Registrar and Career Services to complete an exit interview. These five departments must clear the student in the University system for the student to be issued a diploma. It takes approximately six to eight weeks, from the moment the student is cleared for graduation, for diplomas to be processed. A graduated student is eligible to receive his or her first official transcript and diploma free of cost. Any additional copies will incur a charge as stated in the applicable document request form. If a student requests a new diploma be issued due to a name change and/or a gender change, there will be a fee associated as this shall be considered a duplicate request.

STUDENTS IN DEFAULT STATUS

Section 1009.5, Florida Statutes, states:

“No individual borrower who has been determined to be in default in making legally required scholarship loan, student loan, or guaranteed loan repayments shall be furnished with his or her academic transcripts or other student records until such time as the loan is paid in full or the default status has been removed”.

Students in default status may be eligible to obtain copies of their unofficial transcripts. Students can make their request through the Office of the Registrar by completing a Document Request Form which can be obtained through the University Website (www.mru.edu) or by requesting it through e-mail at registrar@mru.edu.

INSTITUTIONAL NAME CHANGES

On August 6, 2016, the University became Miami Regional University. Prior to August 6, 2016, Miami Regional University was called Management Resources College and prior to February 13, 2014, Management Resources College was called Management Resources Institute. On August 13, 2018, Miami Regional University changed for a period of time to Miami Regional College in order to meet an accreditation stipulation by its new institutional accreditor ACCSC. The institution operated as Miami Regional College until August 21, 2019, when ACCSC approved the institution's use of the University name once more. Diplomas will have the name of the school and the logo used at the time the student graduated. Official transcripts will be the same as the current school status when the request is made.

NAME CHANGE REQUESTS

A student who has legally changed their name must inform the University. The student must complete an "Information Change" form and provide it to the Office of the Registrar. Additionally, the student must provide a copy of the court-issued document that approved the name change and a government-issued photo ID with the new name. The student must immediately order a new University identification badge that reflects their new name.

ADDRESS CHANGE REQUESTS

A student who has moved is required to immediately inform the University of the mailing-address change. The student must complete an "Information Change" form and provide it to the Office of the Registrar along with a government-issued photo ID that confirms the new address.

EMAIL ADDRESS CHANGE

A student who has changed their personal email address is required to immediately inform the University of the email address change. The student must complete an "Information Change" form and provide it to the Office of the Registrar.

PHONE NUMBER CHANGE

A student who has changed their personal phone number is required to immediately inform the University of the phone number change. The student will complete the "Information Change" form and provide it to the Office of the Registrar.

GENDER CHANGE

A student who has legally changed their gender identification may update their gender status with the University by completing an "Information Change" form and providing it to the Office of the Registrar along with a government-issued photo ID that confirms the student's gender.

REGISTRATION FOR CLASSES

For active students, early registration opens 30 days before each semester, and closes on the

Add/Drop deadline. Students are automatically scheduled each term with the assumption that all courses are successfully completed. In the event a student fails a course, the Office of the Registrar will drop all courses and reschedule the failed course, if the student is eligible to retake the failed classes. Students may Add/Drop during the regular Add/Drop period during the first week of classes.

FIRST DAY OF CLASS

The start and end dates of each term are listed under the appropriate program table. Schedules and locations of classes are subject to change. The University reserves the right to adjust the schedule, when necessary. Students will be notified via e-mail when changes occur.

TEMPORARY EMERGENCY CAMPUS CLOSURES

The University reserves the right to close the campus for emergencies or inclement weather. Announcements will be made through local media, text, the University website, and/or e-mail.

COMMUNICATION

The primary mode of communication with students is through their University email accounts, and by posts created and released on the University student portal. Confidential information will be communicated in person to the individual. When necessary, documents will be delivered in person or by the United States Postal Service (USPS). English is the primary language used for all modes of communication. It is the students' responsibility to monitor and check his/her University email accounts regularly (at least once daily). Students are required to respond to all official University communication within 24 hours from the date and time sent by the originator/sender. This includes documentation and information requests.

EXTERNSHIP EXPERIENCES

Certain courses, programs and program options may require externship/clinical experiences. Students should review the program description and program student handbook for specific information. Students must successfully complete all externship hour requirements to remain in the program and to be considered for graduation. Students must also adhere to an English-only requirement for these experiences. Students are prohibited from translating or speaking any language other than English during externship hours, unless authorized in writing by the externship agency.

Externship experiences may be scheduled to take place at any available time, such as day, evening, overnight and including holidays and weekends. Students may need to complete externship experiences on a different shift from their enrolled shift. For example, a student enrolled in a day program may need to complete externships during evening or overnight shifts. The times and dates for externships are not set by the University and students requiring externship experiences must complete them in the allotted times. Clinical students are required to have malpractice liability insurance and clinical clearance requirements (including but not limited to any required background checks, drug tests, paperwork, fingerprinting, and vaccinations) prior to attending clinicals.

SCHEDULING

The Office of the Registrar coordinates all scheduling in collaboration with program representatives. Efforts are made to provide matriculating students with a schedule for the next term at least 30 days prior to the start of the new term. This is sometimes affected by circumstances such as externship agency scheduling not being made available to the University until a few days prior to each start. On

certain occasions, the externship agency may add, delete or change existing externship sites which will result in the University having to adjust the student's schedule without notice. The University will exercise reasonable efforts to accommodate scheduling conflicts but cannot guarantee a student's preferred schedule. Ultimately, the student must accept the final schedule published by the Office of the Registrar. Please see the Add/Drop Policy for further information and guidance.

COURSE ADD/DROP POLICY

The University allows students to drop courses in the first instructional week of each term without charge or penalty. Sunday at 6 p.m. of the first week will be the deadline to add or drop a course. When a student drops a course during the first week, the course registration is deleted, and all associated charges are removed from the student's ledger.

Adding or changing classes or sections will be on a first come, first serve basis. Some class sizes may be limited or restricted; so, requests for class change may be granted or denied contingent on such limitations. All requests to add or drop a class must be completed online through the student portal. The Office of Academic Affairs must approve override requests.

If adding or dropping one or more classes results in an enrollment change status that differs from that on which the student's current financial aid eligibility was based, financial aid recipients are required to notify the Office of Financial Aid immediately. The Office of Financial Aid will review the student's new enrollment and adjust the student's eligibility based on the new enrollment status. If disbursements were received, students dropping to less than half-time status must have all financial aid awards returned to their respective funding sources and exit counseling must be completed by the student.

The University allows the student to drop courses according to the published deadlines listed below without charge or penalty. When a student drops a course during the first week, the course registration is deleted, and all associated charges are removed from the student's ledger. Please refer to the Refund and Cancellation Policies section of the University Catalog for additional information.

PREREQUISITE OVERRIDE POLICY

A student may request a prerequisite override to take a course and its prerequisite concurrently. In such a case, the Office of Academic Affairs must approve the request. Each case will be reviewed individually, and the approval is based on the student's academic history.

CHANGE OF PROGRAM

A student who wishes to transfer from one program to another must request a program transfer through their current program Associate Dean. The request must be made in writing and returned to the program Associate Dean. Students must meet with the Office of Financial Aid prior to the final transfer. CareerSource and Vocational Rehab students wishing to change programs must request a voucher for a new program or make appropriate arrangements with their corresponding case manager.

CREDIT HOUR DEFINED

Miami Regional University defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement, which is an equivalency that

reasonably approximates no less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each hour of instruction; or
- (2) At least an equivalent amount of work as required for laboratory work, externship, simulation and other academic work leading to the award of a credit.¹

CLOCK TO CREDIT HOUR CONVERSION FORMULA

One semester credit hour is defined as:

Classroom / Lecture	15 hours
Laboratory	30 hours
Externship / Clinical / Simulation	45 hours

CLOCK HOURS OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period. Students and faculty will take appropriate breaks throughout instruction.

For CareerSource and Vocational Rehabilitation purposes, programs are also expressed in clock hours. A “class hour” is equivalent to 50 minutes.

STUDENT WORK OUTSIDE OF CLASS

Each course has assigned work that students must complete outside of class. The course syllabus outlines the assignments and evaluation criteria. Students should expect, at the minimum, two hours of work outside of class for everyone (1) hour of classroom instruction. All such work will be graded as published in the course syllabus.

Student work hours logged outside of class are used to calculate Title IV funding and are required for the student to obtain funding for qualified programs.

ACADEMIC FREEDOM

The University is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University, therefore, supports and encourages freedom of inquiry for faculty members to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

CLASS SIZE

The average didactic/lecture classroom ratio of faculty to students is 1:40. The following table presents the maximum faculty to student ratio based on the specific learning environment:

¹ Adapted from the U.S. DOE definition of a Credit hour: 34 CFR 600.2.

Section	Maximum Faculty to Student Ratio
Didactic/Lecture	1:20 to 1:72
Skills Laboratory	1:15
Simulation	1:12
Clinical Undergraduate/MSN Direct Entry	1:12
Clinical MSN-FNP	1:6

CURRICULUM

Program curricula shall be continuously evaluated based on outcomes, needs of the community, requirements of licensure and certification agencies as appropriate. The faculty is responsible for revising courses and curriculum based on outcomes and requirements. The faculty and University reserve the right to modify the degree plan, curriculum, resources and/or courses at any time during enrollment.

COURSE SYLLABUS

Faculty shall publish a syllabus for each course by the first day of class. The syllabus may be revised throughout the course to assist the students in meeting established Student Learning Outcomes. In the event a revision to the originally published syllabus is necessary, the faculty shall seek guidance from the Office of Academic Affairs prior to publication of the revised syllabus. In the event of a change, communication will be sent to all students and other faculty associated with the course.

MAKE-UP WORK

Students are expected to participate in all class activities, complete assignments on time and take assessments and examinations as scheduled in the course syllabus. Lessons, assignments, and evaluations assist the student and faculty in ongoing evaluation of the students' progress towards meeting Course Level Student Learning Outcomes (CLSLOs) as well as End of Program Student Learning Outcomes (EOPSLOs). Assignment expectations and due dates are published in each course syllabus and are expected to be completed before or on the due date published. Make-up work is not typically accepted by faculty as each student is expected to balance academic workload and maintain pace with the progressing course and degree plan. Faculty reserve the right to allow make-up of coursework at their discretion should the student demonstrate a valid and verifiable extenuating circumstance.

MAKE-UP EXAMINATIONS

Students are required to take course examinations on the published dates and times outlined in each course syllabus. In the event a student is unable to take the exam due to a verifiable extenuating circumstance, the faculty may authorize a make-up examination. The make-up examination will be a different version and may be limited in questions or use alternate format design and/or alternate delivery methods. Students must complete the make-up examination on the date and time set by the faculty. A fee will be charged to the student's account for all make-up examinations. The fee must be paid to the Office of the Bursar prior to examination.

DISCLOSURE STATEMENT

The University reserves the right to teach subject areas in any order it considers necessary; to add or

delete from certain courses, programs or areas of study as circumstances may require; and make necessary faculty assignment changes. Changes in curriculum will not involve additional tuition cost to currently enrolled students, unless a new enrollment agreement is executed for an expanded program. A change is defined as a change of program of study, or a transfer from day to evening or evening to day classes.

Miami Regional University complies with the Department of Education's requirement that schools with financial aid eligible programs, which prepare students for gainful employment in a recognized occupation, disclose certain information about these programs. We have included in our public website the corresponding program disclosure information to assist prospective students as they make their career and educational choices.

COURSE CANCELLATION

The University is committed to providing courses with enough frequency to allow students to complete their program of study within the scheduled program timeframe. The University reserves the right to cancel a course offered due to lack of enrollment. Students affected by a class cancellation will be notified no later than the first day of class.

In instances where classes are cancelled, every effort will be made to accommodate the student's schedule within the courses offered to meet their educational requirements. A student may be asked to take the course at a different time (morning/evening). If tuition and fees are collected in advance of the start date of a program and the class is canceled due to insufficient enrollment, any payments made by the prospective student will be refunded within 30 calendar days of the planned start date. The University may accept return of unmarked/unused textbooks, scrubs or unopened diagnostic kits within 10 days of withdrawal if the items are found to be in new condition as determined by the University.

LEAVES OF ABSENCE

The University does not offer leaves of absence. A student who cannot continue with classes, for whatever reason, must inform the Office of Academic Affairs to be withdrawn from the University. Students wishing to return to the program later must see the Office of Admissions and Enrollment Services and apply for re-entry. Please see Add/Drop and Withdraw policy for additional information.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Applicants or current students with disabilities who require academic adjustments and/or auxiliary aids during the admissions process, testing, and/or their program of study should contact the ADA Officer. Miami Regional University is committed to affording all persons with an equal opportunity to participate in and benefit from the University's programs and services to the greatest extent possible. The ADA Officer will work with qualified applicants and current students to identify and implement reasonable accommodations and adjustments necessary to enable the student to fully participate in the admissions and educational processes. Information regarding accommodations is available under Disability Services within the Services and Information section of the MRU webpage, or by emailing ADAOfficer@mru.edu for assistance.

TUTORING AND POST GRADUATION SUPPORT

The Office of Academic Advisement and Student Success supports and facilitates tutoring during enrollment and helps support graduates preparing for licensure and certification after graduation.

Enrolled students desiring additional tutoring beyond what is provided by course faculty should contact the Office of Academic Advisement at 305-442-9223. The program Associate Dean will coordinate tutoring by matching the student with the appropriate tutor or mentor.

The University recognizes that graduates need support, tutoring, advising and mentorship as they prepare for licensure and certification. In addition, alumni who take new positions may need to enhance their clinical skills and knowledge in a content area. Alumni may attend any class session when space is available. Alumni may also improve their clinical skills and competencies with written permission from the Office of Academic Advisement and Student Success.

The University is committed to lifelong learning and supports our enrolled students and alumni. The University does not charge for the services to alumni, except for any course materials, supplies, standardized assessments, or equipment that may be needed.

Alumni wishing to schedule tutoring, mentoring, skills enhancement, or attend any University class, should contact the Office of Academic Advisement and Student Success:

Miami Regional University
Office of Academic Advisement, Alumni Services
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166
305-442-9223

TRANSFER OF CREDITS

Miami Regional University considers transfer credits from regionally and nationally accredited institutions. Miami Regional University does not guarantee transferability of credits from any other institution. Any decision on the transferability of credits and whether the credits meet the University's criteria is solely at the discretion of Miami Regional University.

TRANSFER OF COURSE CREDITS TO A MIAMI REGIONAL UNIVERSITY PROGRAM

Miami Regional University evaluates transfer credits according to the policies and procedures described in this section. Typically, no request will be honored after the start date of the first class. Applicants and students may appeal to the Office of Academic Affairs for consideration of transfer credits after the start of the first class. Each case will be evaluated individually. Credits are given for courses completed, not modules. The program's total cost may be adjusted for the credits awarded. Additional fees may apply. Transferred credits may not exceed 75% of the program's total number of required credits.

TRANSFER OF CREDIT CONSIDERATION

Applicants requesting transfer credit consideration from previous courses taken outside of Miami Regional University must complete a Transfer of Credit Request Form (TCRF). Transfer credits typically will not be considered after the first day of class. Official transcripts must be received by the Office of the Registrar from the awarding institution by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES- or AICE- approved credentialing evaluation agency to include a course-by-course description, total course credits and final

grade awarded. Official documents must be sent directly from the approved agency to the Office of the Registrar at Miami Regional University. Additional fees may apply.

PRELIMINARY EVALUATION AND FEE FOR TRANSFER OF CREDIT ANALYSIS AND AWARD

The program application fee covers an initial evaluation of transfer of credits requested by the applicant. Applicants are provided a preliminary evaluation and award recommendation based on information provided by the applicant. The applicant must pay the Transfer of Credit fee on enrollment for the approved credits to be accepted as “Pending Transfer Request.” Upon the Office of the Registrar receiving the official transcripts from the awarding institution, the student’s transcript will be updated to “Transfer Credits.” See additional policies related to transfer credits and failure to receive official transcripts by required deadline.

TRANSFER OF CREDITS BETWEEN UNIVERSITY PROGRAMS

If a graduate or former student of Miami Regional University enrolls in a new program, or an existing student transfers to a new program within the University, the Office of the Registrar will transfer applicable credits to the new program. Credits transferred from one Miami Regional University course to another University program shall not be limited in the number of credits transferred but must meet the new program requirements as outlined in the University Catalog.

TRANSFER OF CREDITS FOR UNDERGRADUATE NURSING PROGRAMS

Transfer credits for undergraduate nursing courses from a program accredited by ACEN or CCNE may be awarded on an individual basis. Programs in “candidacy” or “pre-accredited” may be considered. The applicant may be required to demonstrate proficiency by completing an assessment of previous learning through examination and/or skill demonstration. Additional fees may apply.

TRANSFER OF CREDITS FOR GRADUATE NURSING PROGRAMS

Transfer credits for graduate nursing courses from a program accredited by ACEN or CCNE may be awarded on an individual basis. A maximum of nine (9) transfer credits may be accepted for the MSN-Direct Entry and a maximum of twenty-four (24) transfer credits may be accepted to the MSN-Family Nurse Practitioner program. The student may be required to demonstrate proficiency by completing an assessment of previous learning through examination and/or skill demonstration. Additional fees may apply.

EVALUATION PROCESS FOR TRANSFER OF CREDITS

The Office of Academic Affairs conducts the evaluation of each applicant’s request for transfer of credits and all supporting documentation submitted. Each request is documented with a preliminary decision on the submitted Transfer-of-Course Credit Request Form. The Office of Admissions and Enrollment Services is notified of all decisions and will review the award or denial with each applicant. A copy of the Transfer of Credit Request Form and corresponding documentation supporting the approval or denial of transfer credits will be maintained in the applicant’s academic file.

TRANSFER OF CREDITS FROM AN ACCREDITED INSTITUTION WITHIN THE UNITED STATES

To request official transcripts from an accredited institution within the United States, applicants must follow the published policies and procedures for the institution for which they are requesting their

official transcripts. Applicants are responsible for all fees and expenses associated with their request and sending of official transcripts from the awarding institution to Miami Regional University. Official transcripts must be, official, sealed and sent directly to:

Miami Regional University
ATTN: Office of the Registrar
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166

Courses considered for transfer must have a minimum of 2.5 GPA (grade letter of a C) or higher. Some programs require a higher GPA or letter grade. Please see program specific transfer credit criteria in the University Catalog for further information. Miami Regional University does not accept transfer credits from unaccredited institutions.

To transfer credits from foreign institutions, applicants must submit, prior to enrollment, a Transfer of Credits Request Form along with the corresponding documentation that must comply with the following: Evaluation and translation of the diploma and transcripts by an approved NACES or AICE organization to include a course-by-course description, grade and credits awarded.

It is well documented that there are some nations where student applicants face unsurmountable obstacles to provide the University with written, detailed evidence of their degrees. Typically, these nations include those identified by the federal government as terrorist states, enemy states, or nations suffering great natural or other disasters. The University realizes that it is beyond the capacity of a typical student applicant to produce acceptable documentation from institutions in those areas. On a temporary basis, until those identified national issues are resolved, the University will accept alternative documentation of educational transcripts, program outlines and similar documentation.

If the University or a recognized transcript translator/evaluator have documentation from an institution in those special areas and a new applicant can prove that they attended the same institution in the same general timeframe, the University may utilize the existing documentation when evaluating the new applicant. Considering that these institutions are foreign with significant cultural and language differences, when evaluating the content of courses in transcripts or program outlines, MRU personnel may use all tools and information available to establish the content of courses taken by applicants. Specifically, the University may refer to the “Programa de Estudio” (Curriculum, Study Plan) from a University in an affected country which has been certified by the Ministerio de Salud Publica (Ministry of Public Health), Ministerio de Relaciones Exteriores (Ministry of External Relations), and the Ministerio de Finanzas (Ministry of Finance) and any other comparable document which explains the curriculum studied in those countries in question. The applicant must still comply with the University’s policy to have their diplomas and transcripts translated and evaluated by an NACES or AICE approved credentialing agency, but in this case using the secondary transcript in its place, for course identification purposes only.

CREDIT FOR PREVIOUS TRAINING AND EDUCATION AT MIAMI REGIONAL UNIVERSITY

Transfer of credits from previous training at Miami Regional University may be granted for applicable courses. Requests for credits earned previously at Miami Regional University must be made to the

Office of Academic Affairs before enrolling in a new program. Typically, no request will be honored after the start of the first class. Credits are given for courses, not modules.

TRANSFER OF CREDITS BY EXAMINATION

The College Level Examination Program® (CLEP) is a cost-effective and convenient method for applicants and students to demonstrate competency in select coursework. Applicants can have credits applied to their graduation requirements from CLEP. Applicants must present a CLEP certified document granting the CLEP credits and certifying CLEP exam results. All documentation must be sent directly to the Office of the Registrar at Miami Regional University. For more information, visit: <http://clep.collegeboard.org>. Currently enrolled students may request the consideration of CLEP for courses within the degree plan after enrollment through the Office of Academic Affairs. Each request will be evaluated on an individual basis. Students should speak with the Offices of Financial Aid and the Bursar prior to requesting consideration. Students may be responsible for transfer of credit fees and/or course tuition, fees and services charges.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

United States veterans may receive credit for previous education or training. Such veterans must report all previous post-secondary education and training. The University will then maintain a written record that clearly indicates that official transcripts have been obtained from all post-secondary institutions that the applicant has attended, that those transcripts have been reviewed and evaluated, that appropriate credit has been granted toward the applicant's current program, with training time shortened and tuition reduced proportionately, and that the veteran has been notified of the status of his credits. Miami Regional University does not guarantee transferability of credits to another institution. Applicants and students are encouraged to contact each institution they wish to transfer to discuss their transfer of credit policy and the acceptance of Miami Regional University's credits to their institution.

TRANSFER OF CREDIT POLICY FOR GRADUATE TRANSFER STUDENTS

Credits-in-common between University graduate degrees

A maximum of 24 graduate course credits may be counted in common between two University master's degrees.

Transferring graduate course credits from outside the University

Graduate course credits earned at other accredited institutions may be transferred to master's plans subject to approval by the University's Office of Academic Affairs and the limits described below. In the case of a transfer from a non-United States institution, graduate course credits to be transferred must have been earned in a program judged by a NACES approved agency to be comparable to a graduate degree program of a regionally accredited institution in the United States.

For master's degrees – A minimum of 50% of total course credits required for a specific master's degree must be taken at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status.

Applying graduate credits across University graduate programs

Graduate course credits earned while enrolled in one University graduate program may be applied to

another University graduate program. The number of graduate course credits applied is determined by the graduate program to which the student is applying. A maximum of 15 graduate course credits from other University registration categories, such as non-degree seeking or non-admitted students, may be considered for transfer once the student is admitted and enrolled in a graduate program.

There are a number of financial considerations students should keep in mind. Students are responsible for paying the difference between undergraduate and graduate tuitions.

APPEAL PROCESS FOR TRANSFER OF CREDITS

An applicant who has not been granted transfer of credit as requested may appeal the decision by writing a letter addressed to:

**Miami Regional University
ATTN: Office of Academic Affairs, Appeals
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166**

The Office of Academic Affairs will work directly with the appropriate Offices and Individuals within the decision process. Applicants will receive a written response within 15 calendar days after receipt of the appeal letter. For additional information regarding appeals students should contact the Office of Academic Affairs.

INFORMATION AND GENERAL POLICIES

STUDENT HANDBOOKS

Each program issues a program specific student handbook during orientation. Students, faculty, and staff are accountable for the information contained within the applicable current program student handbook(s). A lack of knowledge regarding information contained within the student handbook does not release the student from progressive discipline outlined in the student handbooks, up to and including dismissal from the program and University. Revisions may be made to the student handbooks throughout enrollment. Changes to the student handbooks will be announced through email communication and posted on the student portal.

CAMPUS PARKING

General Parking Overview

- Students must register their vehicles with Miami Regional University.
- All registered vehicles will receive a numbered parking permit from the bookstore which allows parking at designated campus parking.
- Parking permits are limited to one per student.
- Parking permits must be displayed in a conspicuous place on vehicles.
- Parking in the roadways and on sidewalks, taking more than one parking space, blocking another vehicle, parking in a reserved parking space, or parking on the lawn are all prohibited.
- Unregistered or illegally parked vehicles may be subject to ticketing, booting, and/or towing at the owner's expense.
- Parking violations are the responsibility of the permit holder.
- The driver of any vehicle shall obey the instructions of any official traffic control device (to include all signs, signals, markings, and devices for regulating, warning, or guiding traffic).
- Towed vehicles can be recovered at the address posted on the signs from the location the vehicle was towed.
- Miami Regional University is not responsible for and cannot resolve any disputes between the owner of a ticketed vehicle and law enforcement officials.
- Parking violation tickets are issued on a regular basis.
- Miami Regional University is not responsible for theft or damage to vehicles or their contents.
- All vehicles must park head in only.

Parking Spaces

- Students may only park in the following designated lots:
 1. In unmarked spaces on the 3rd floor of the attached garage;
 2. In the designated lots across the street.
- Vehicles parked in disabled parking spaces MUST have disabled parking permits in accordance with applicable laws.

Parking Safety

Parking safety is everyone's concern; therefore, we are counting on faculty, students, and staff to follow the guidelines, rules, and regulations to prevent crime and accidents. Below are some tips to observe for your safety.

- Never leave personal belongings unattended.
- Keep valuables out of sight and reach.
- Secure valuables before parking on campus.
- Report any suspicious activity, even if you are not the victim.
- Lock your car and keep your keys in a safe place.
- Report lost or stolen property immediately. The faster you report, the better the chances are to recover it.
- Stay alert and tuned into your surroundings. Be aware of who is around and be prepared to react accordingly.
- If you are the victim of a crime, please report it immediately.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Miami Regional University is committed to protecting students' rights and privacy of information. The University complies with the provisions of the federal Family Educational Rights and Privacy Act (FERPA), State of Florida law, and Florida State Department of Education. In accordance with U.S. Public Law 93-380 (FERPA), students at Miami Regional University have the right to inspect their educational records and to correct such records if warranted. These records are protected from release of information without written consent from the student.

Detailed FERPA information can be found on the U.S. Department of Education website at: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>

TITLE IX

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment, or violence. Sexual Harassment may be verbal, non-verbal, or physical in nature and prohibited by Title IX.

In furtherance of this commitment, and in accordance with Title IX of the Educational Amendments of 1972 ("Title IX"), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Act ("VAWA"), MRU prohibits the forms of sexual or related conduct. Refer to our Policy and Procedures located in our Consumer Info section in the MRU website for additional information and related forms (<https://mru.edu/about/consumer-info/>).

Miami Regional University is proactive and committed to ensuring all students, faculty and staff at our institution attend/work in an environment that is free of sex discrimination by responding promptly and effectively. Information on Title IX is provided to all incoming new students at orientation, along

with contact information for MRU's Title IX Coordinator. Please see Title IX postings throughout the campus for additional information.

Inquiries regarding Title IX should be referred to the University's designated Title IX Coordinator:

Mitsy Sousa, Title IX Coordinator
Vice President of Human Resources and Public Relations
700 South Royal Poinciana Boulevard, Suite 100
Miami Springs, FL 33166
(305) 442-9223
titleixcoordinator@mru.edu

GRIEVANCES AND COMPLAINTS

A student with a grievance or complaint should begin by addressing the issue with the individual or department with whom the student has a grievance or complaint. Student handbooks outline the proper chain of command for resolving academic issues. For complaints regarding a University department, faculty or staff member, students should contact the Office of Human Resources to assist in the remediation process.

Formal complaints must be submitted using the current University Complaint and Grievance Form and signed by the individual submitting the complaint. Complaints will not be accepted on behalf of another individual. Anonymous complaints or those sent electronically will not be accepted as official complaints but will be reviewed. The form is available on the student portal and in the Office of Human Resources. A student may submit a formal complaint or grievance to:

Miami Regional University
ATTN: The Office of Human Resources, Complaint
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166
305-442-9223

The Office of Human Resources will respond within ten business days from receipt of the complaint or sooner if practicable. In the event the student feels the response was not managed properly, the student may submit a complaint to the following:

Miami Regional University
ATTN: The Office of the President, Complaint
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166

In the event the student feels the response was not managed properly by the Office of the President, the student may submit a complaint to the following:

Commission for Independent Education (CIE)
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399

Accrediting Commission of Career Schools and Colleges (ACCSC)
Executive Director
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

Complaints
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326

HOUSING ASSISTANCE

The University does not provide dormitories or subsidized housing for students. Students may contact WellConnect by Student Resources Services for housing assistance at 866-640-4777 or online at <http://www.wellconnectbysrs.com>

Please see the Student Support Services section of the University Catalog for more information on WellConnect.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute (codified at 20 U.S.C. 1092(f)) as part of the Higher Education Act of 1965, that requires all public and private institutions of postsecondary education participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. It includes the VAWA (Violence Against Women Act) amendments to the Clery Act. Current students, faculty, and staff are directed to the Campus Security Report annually, no later than October 1st. New students are directed to the report during the enrollment process and the report is reviewed at orientation. Information on crime statistics is also available on the National Center for Education Statistic's University Navigator website which can be located through the United States Department of Education's website. Information is based on Integrated Postsecondary Education Data Systems (IPEDS) based on the prior year's submissions. The complete annual report and contact information is available on the MRU website under the Consumer Info section.

TECHNOLOGY SUPPORT

Throughout enrollment and the course of their program, students will interact with technology as part of their out-of-class work, lecture, laboratory, externship and evaluations. General computer competency is essential. Some programs require a higher level of technology interface. The University Office of Information Technology provides general support for students. Contact information is located on the portal or students may call 305-476-1754.

Students needing computer literacy training or basic computer skills refresher are encouraged to contact the IT Help Desk to coordinate sessions or training. Students are responsible for maintaining their personal computers, tablets, and other devices.

Students are responsible for keeping track of their personal computers, tablets, and other devices. The University is not responsible for loss, theft, or damage to them.

LOST AND FOUND

All items that are found on the campus are turned over to the Office of Human Resources. Items are logged, inventoried, and stored in a secure location. Items are stored for 30 days. At the end of the 30 days, unclaimed items are donated to charity. If you have lost an item and would like to make an inquiry, please contact Lost and Found at (305-442-9223) or lostandfound@mru.edu.

COMMENCEMENT

All students in good standing who meet all requirements for completion of their degrees are eligible to participate in the commencement ceremony. Ceremonies are held annually.

Students who have applied and have been approved for graduation will be contacted by Campus Life and will be provided a timeline to order graduation regalia (via a third-party vendor) and information for the upcoming commencement ceremony. Students will later be advised when the commencement regalia will be available for pick-up on campus. All requests for additional information should be directed to graduation@mru.edu.

ACADEMIC REGULATIONS

CONDUCT

Students are expected at all times to conduct themselves in a professional manner and respect the University's policies, rules and regulations. Foul language, possession of un-prescribed drugs or alcoholic beverages, and disrespectful behavior are considered unsatisfactory conduct and may be grounds for dismissal. Cellular phones must be placed on vibrate to avoid class disruption. Phone calls must be taken outside of the classroom or lab. Eating and drinking are prohibited in classrooms and labs. Break rooms are designated for students' use. Children are not allowed in classrooms or labs. Students are financially responsible for all items assigned to them. A student who behaves in a manner detrimental to the University, staff, or other students, will be dismissed from the University. Theft of property from University and/or other students is grounds for immediate dismissal. Possession of a weapon is also grounds for immediate dismissal.

CONDUCT AT EXTERNSHIP AGENCY

Students and faculty are expected to behave and appear in a professional manner at all times when practicing at a contracted externship agency or within a community/public externship location. At no time, shall students use their mobile phones during an externship experience while on the floor caring for patients or within the externship common/public areas. In the event the student must take or make an emergency call, the student shall seek permission from the faculty to leave the area and make the call in a private location. Students and faculty shall not smoke or use tobacco substitutes (which includes electronic tobacco devices) at the contracted externship site. Smokers shall follow all policies of the agency without exception. As guests of the agency, students and faculty must comply with agency policies, procedures, and direction at all times. Failure to behave and appear in a professional manner, follow policies of the University and agency, or/and failure to follow the direction of University or agency representatives, will result in course failure and may lead to dismissal from the University.

ANTI-HAZING POLICY

The University has zero tolerance for the practice of hazing. Hazing is the subjection of another to extreme physical or mental harassment, usually associated with initiation into an organization. The University prohibits any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes of initiation or admission into, or affiliation with any organization or group operating within Miami Regional University. Students should report any hazing or acts that might be considered hazing to their program Dean and if applicable, to appropriate authorities. Any student, faculty or staff who participates in the act of hazing will be dismissed immediately.

COPYRIGHT POLICY

Individuals using Miami Regional University's resources are prohibited from reproducing, downloading, uploading, publicly displaying, performing, making a derivative work from, or in any way distributing copyrighted material except as permitted under copyright law. No one other than the copyright owner may make any reproductions or copies of the copyrighted work. Examples of unauthorized acts, which are prohibited under this right, include but are not limited to photocopying a book, copying a computer software program, using a cartoon character on a t-shirt, and incorporating a portion of another's song into a new song. It is not necessary that the entire original work be copied

for an infringement of the reproduction right to occur.

Students, faculty and staff will be held accountable for failure to comply with federal copyright laws. The U.S. Copyright Act can be found at Title 17 of the United States Code. The U.S. Copyright Office also provides information regarding U.S. copyright laws. For current law, consequences and penalties, please access the following website: <http://www.copyright.gov/title17/92chap5.html>.

VIDEO AND AUDIO RECORDING POLICY

Video or audio recording classes, meetings or events is not permitted without written permission from the course faculty **and** the Office of Academic Affairs. Students with documented disabilities who require special services should meet with the MRU ADA Officer to discuss their options. For additional information, please refer to the University Catalog section on accommodations for students with disabilities.

INTERNET USAGE

Students, faculty, staff, and guests should not expect privacy when using the University Internet, network, email or communication systems. Activity may be monitored. Illegal activity will be reported to authorities. Users of the Internet are to be respectful of others around them and refrain from accessing offensive material. The institution provides free access to the Internet for educational purposes only and students are prohibited from using this resource for any other purpose.

SOCIAL MEDIA

Students shall not post any information regarding, or reference to another student, faculty, staff member, or externship affiliate agency on a social media site without written permission from the individual, agency, and/or authorization from the Office of the President. Students are responsible for their social media activity and are expected to comply with University policy, standards of conduct, professionalism and integrity online, including but not limited to the University's anti-bullying, anti-hazing, and nondiscrimination policies.

BULLYING AND CYBERBULLYING

Students shall not harass, defame or insult another classmate, faculty, staff, administrator or member of an externship affiliate agency. This includes the use of any media (social media, website, texting, etc.) that reasonably causes, or is intended to cause harm, distress, fear or discomfort of a person, group, or organization. Bullying or cyberbullying may result in dismissal from the University. Any student, faculty or staff who witnesses bullying of any kind is expected to report the incident immediately. Concerned individuals should report the event in person to:

**Miami Regional University
ATTN: The Office of Human Resources
700 South Royal Poinciana Blvd, Suite 100
Miami Springs, FL 33166
305-442-9223**

DOCUMENTATION AND INFORMATION REQUESTS

Students are required to maintain current and accurate information in their academic record as well as provide documentation, signatures and supporting information requested by a University official. Students shall have a maximum of 24 hours to provide requested information, documentation and/or signatures unless otherwise indicated in the official message sent with each request. Failure to provide requested documentation, signatures and/or supporting information requested by a University official may result in immediate suspension from attending class, externship, access to the student Learning Management System and may result in the student being withdrawn from current classes or being dismissed from the University.

ACADEMIC INTEGRITY POLICY

The principles of academic excellence and the aim of developing intellectual, moral, and leadership qualities in students, lie at the heart of Miami Regional University. These characteristics flourish in an academic environment where every member of the University is committed to honesty, mutual respect, and trust. All members of Miami Regional University's academic community are expected to understand, follow and uphold the University's high ethical standards.

Consistent with these principles, Miami Regional University uses Turnitin, an Internet-based plagiarism-prevention service created by iParadigms, LLC. Turnitin is a system designed for faculty to submit essays and research papers to check the documents for unoriginal content, identify similarities to existing sources, enhance students' writing skills, and deter plagiarism.²

Students are expected to abide by the University's policies and Code of Conduct and behave as mature and responsible scholars of the academic community. This consists of the totality of classroom and professional behavior policies, as well as the Honor Code and the expectation that students conduct their academic studies with integrity. Students are expected to observe basic honesty in their work, words, ideas, and actions. Failure to do so represents a violation of Miami Regional University's Academic Integrity Policy.

Violations of academic integrity basic standards include, but are not limited to:

- 1. Cheating:** Using or attempting to use unauthorized assistance, material, or study aids during examinations or other academic work. For example:
 - Using a cheat sheet in a quiz or exam³
 - Programming a calculator or other device with information for an exam, test, or quiz
 - Soliciting from another student information regarding an exam or test
 - Altering a graded exam and resubmitting it for a better grade
 - Assuming another person's identity or allowing another person to do so on one's own behalf

² Using the ideas, data, or language (works) of another without specific and proper acknowledgement.

³ Use of cell phones, paper, notes, tablet, computers, purses, backpacks, or any other equipment or personal items not approved by the faculty is prohibited. All personal items are required to be checked in at the time the student enter the examination area (no exceptions). Possession of any of these items at the time of the examination, even if not used, is grounds for exam termination and progressive discipline (XF grade) for the course up to dismissal from the University.

to fulfill an academic requirement or to enhance the student's grade or academic standing

- Talking during examination, remediation, exam review, quiz, laboratory experiment, or any other academic exercise without the faculty's permission
- Allowing another student to access a personal account (eLearning platforms, NCLEX-RN Review, etc.) for the purpose of exam preparation, or review of answers and rationales

Examinations are monitored by faculty and designated proctors. Students are required to follow the instruction and direction given by faculty, proctors, and University officials or representatives. Failure to follow instructions may result in exam failure and University dismissal.

Examinations are considered University property and may not be shared, transmitted or reproduced without the written permission of the Office of Academic Affairs. Distribution of any examination or portion thereof without approval, including the unauthorized verbal sharing of exam material, may result in course failure and University dismissal.

All activities performed on the computer (to include keystrokes and screen images) within the examination environment may be monitored remotely and recorded through video surveillance cameras.

2. **Plagiarism:** Using the ideas, data, or language (works) of another without specific and proper acknowledgment. Students may not use resources or references, including internet resources (eBooks, online videos, peer reviewed articles, online newspapers, magazines, etc.), in whole or part, without proper referencing. *All resources and references, including internet resources, must be thoroughly documented.* Plagiarism includes, but is not limited to, submitting downloaded term papers or parts of term papers or articles, paraphrasing or copying information from the internet or other source without citing the source, or “cutting and pasting” from various sources without proper attribution. For example, it is considered plagiarism to submit another's work (i.e., paper, lab report, article, or computer work), or material portions thereof, as one's own original creation, or as part of one's own original creation, or to submit it as an assignment using someone else's ideas without attribution to source, failing to cite a reference or use quotation marks where appropriate.
3. **Multiple submissions:** Submitting the same work, without prior permission, to fulfill more than one academic requirement. For example: submitting the same paper for two different classes without the express consent of the faculty for each course.
4. **Fabrication:** Submitting manufactured or altered information in any academic exercise. For example: making up data for an experiment, “forging” data, or citing nonexistent or irrelevant articles.
5. **Falsification of academic records:** Tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after enrolling at Miami Regional University. For example:
 - Forging a registration form or a grade slip change
 - Forging advisors' or any person's signatures
 - Falsifying information on an official document, such as drop/add form, ID card, or

- other University documents
- Tampering with computer records

6. **Facilitating academic dishonesty:** Knowingly helping or attempting to help another person violate the Code of Conduct. For example:

- Working together on a take-home exam or other individual assignment
- Discussing an exam with a student who has yet to take it
- Giving tests or papers to another student
- Sharing answers to quizzes, tests, or exams
- Completing an assignment for another student
- Taking an examination for another student

7. **Unfair advantage:** Gaining or attempting to gain unauthorized or unfair advantage over fellow students in an academic exercise. For example:

- Gaining or providing unauthorized access to examination materials (past or present)
- Lying about the need for an exam or paper extension
- Continuing to write during an exam after allotted time has ended

Every student remains responsible for reading and abiding by the University's Academic Integrity Policy. Faculty members will announce the policy at the beginning of each semester. Miami Regional University has a **zero tolerance** stance on academic dishonesty and violations of academic integrity.

Violations of academic integrity may fall on four levels:

Level One Violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total coursework, are not extensive, and/or transpire on a minor assignment. Examples of Level One Violations include, but are not limited to, working with another student on a laboratory or other homework assignment when such work is prohibited, failing to footnote or give proper acknowledgement in an extremely limited section of an assignment. Level One Violations may be handled by the faculty of the course in consultation with the program associate dean. ***No appeals are afforded for Level One Violations.*** A repeat of such violation will constitute a Level Two Violation.

An accusation of a Level One Violation requires a fact-finding discussion between the faculty and the student (if needed, the faculty may request the program associate dean be present during the meeting). The meeting should be prompt, private, and informal. If the faculty finds no merit to the violation, the meeting should end the matter. If merit is determined, the faculty can issue a zero "0" for the grade and the accompanying reduction in the course grade. However, a faculty may assign any of the following penalties:

1. Rewriting the paper
2. Retaking an exam or test
3. Redoing an assignment
4. Issuing a verbal or written reprimand
5. Requiring attendance in writing workshops on citation and referencing

If the violation occurs near the end of the course or cannot be resolved prior to final grade

submission, the faculty should assign a grade of **Incomplete (I)** until the sanctions are fulfilled. Once concluded, a grade change must be submitted. The faculty must submit a “Report of Academic Misconduct” form to the Office of Academic Affairs.

Level Two through Four Violations must be referred to the program Associate Dean and the Office of Affairs.

Level Two Violations are characterized by dishonesty of a more serious character or affect a more significant aspect or portion of the coursework. Level Two Violations include, but are not limited to, the following examples:

1. Plagiarizing a moderate portion (1/3 or more) of a written assignment
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the faculty
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors who prepare data and/or write the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection without acknowledging such assistance in a paper, examination, or project.

Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements or involves premeditation. Examples include, but are not limited to, the following:

1. Plagiarizing major portions (1/2 or more) of a written assignment
2. Copying on any examination
3. Acting to facilitate copying during an exam
4. Using prohibited materials (e.g., books, notes, or calculators, cell phones, PDA’s) during an examination
5. Collaborating before an exam to develop methods of exchanging information and the implementation thereof.
6. Altering examinations for re-grading purposes.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination
8. Presenting the work of another as one’s own
9. Using purchased term paper or other materials
10. Fabricating data by inventing or deliberately altering material (this includes citing “sources” that are not, in fact, sources) or presenting other’s ideas as your own
11. Using unethical or improper means of acquiring data

Level Four Violations represent the most serious breaches of intellectual honesty. Examples include, but are not limited to, the following:

1. All academic infractions committed after return from suspension for a previous academic integrity violation
2. Infractions such as forging a transcript, stealing an examination from a faculty, buying an examination, or forging a letter of recommendation
3. Having another student take an examination or taking an examination for someone else.
4. Willful violation of University’s Code of Conduct

Level Two through Four Violations

The faculty must file a “Report of Academic Misconduct” form, including all appropriate evidence. The Office of Academic Affairs informs the student of the allegation(s) in writing. The student must respond to the allegations in writing within the timeframe mentioned in the notification and follow the appeal process. To maintain consistency and fairness, the Academic Integrity Committee assigns a range of sanctions based on the extent and severity of the violation:

1. A student who is found responsible for the first violation of the Academic Integrity Policy will receive a grade of “**XF**” in the course in which the offense occurred. In addition, the student will be subject to Miami Regional University’s Code of Conduct sanctions, conditions, and/or restrictions.
2. A student who is found responsible for a second violation will receive a grade of “**XF**” in the course and will be *suspended* from the University for the following semester. In addition, the student will be subject to Miami Regional University’s Code of Conduct sanctions, conditions, and/or restrictions.
3. A student who is found responsible for a third violation will receive a grade of “**XF**” in the course and will be *expelled* from the University at the end of the semester. If the alleged act of academic misconduct occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the faculty may submit an Incomplete (I) until the hearing process can be initiated. The student will be informed that the decision can be appealed to the Academic Integrity Appeals Committee. Care will be taken to resolve any conflict of interest in individual cases.

Consequences

Students found cheating or committing plagiarism will receive a final grade of “**XF**” for the course and may be dismissed from the program and the University. The academic transcript will reflect any instances of academic dishonesty.

Written Formal Appeals

If resolution of the dispute was not reached through the faculty, the student may file a written appeal by completing the form available on the student portal or in the student’s Learning Management System and submitting it electronically to the program associate dean. **All appeals must be written in English and submitted electronically within five calendar (5) days from the date of the challenged decision or event, regardless of whether the student is still in the process of speaking with faculty. Appeals must include the grounds for appeal and all supporting documentation.**

The program associate dean will submit the appeal to the Office of Academic Affairs. The Office of Academic Affairs will investigate and determine whether the appeal will be reviewed by the Appeals Committee. The Appeals Committee meets and votes on its recommendation. The Committee may, at its sole discretion and in extraordinary circumstances, decide to hear appeals filed after the mandatory time periods have elapsed. When bringing a matter before the Appeals Committee, the student must place in writing issues they wish to be considered (please note, the University does not allow make up exams, additional assignments/projects etc. to boost or enhance a grade. If the student fails a course, they may only request to repeat the course). The appeal must include the letter of appeal and supporting documentation which the student would like the Committee to consider. **The appeal will be reviewed by the Appeals Committee within fifteen (15) calendar days of receiving the written appeal.** The Appeals Committee reviews the student’s written appeal, confers with appropriate faculty, administrators, and other relevant individuals as necessary in making its

recommendation to the Office of Academic Affairs.

If the student wishes to challenge the decision of the Appeals Committee, the student may appeal to the Office of the Provost **within three (3) business days** of the Appeals Committee's decision. **All appeals to the Provost must be written in English and submitted electronically and include all supporting documentation and prior decisions.** The Office of the Provost may, at its sole discretion and in extraordinary circumstances, decide to hear appeals filed after the mandatory time periods have elapsed. Failure to follow the Written Formal Appeals process or the mandatory time periods will ordinarily result in denial of the appeal.

DRESS CODE, PERSONAL HYGIENE AND IDENTIFICATION

All students must wear their official University identification card on the left upper collar or upper pocket area at all times while on campus, when at contracted externship agency sites, and at any University sponsored community event. Sunglasses, glasses with reflective/mirror lenses, Google Glass (or similar devices), and hats (except for religious purposes) are not permitted to be worn in class, laboratory, or at externship sites. Students are expected to attend class, laboratory, and externship and community events in a professional and conservative fashion. Students should practice good personal hygiene and shall be free of strong or offensive odors, fragrances, and wear appropriate attire. Students should refer to their program specific student handbooks for detailed dress code requirements. Violations of these requirements may result in the student being sent home and marked absent.

SUBSTANCE ABUSE POLICY

Miami Regional University is a drug free organization. The University has a **zero tolerance** policy for the use, possession, and distribution of illegal substances on campus, at externship affiliate agencies, or other University sponsored events. Consuming or possessing alcohol on campus, at externship affiliate agencies, or other University sponsored events also will not be tolerated. Violators may be dismissed from the University. Failure to complete a directed alcohol and/or drug screening within the time period provided may result in immediate dismissal from the University. Additional information regarding drug screening is contained in the student handbooks and website.

BLOOD BORNE PATHOGENS POLICY

Students in healthcare programs may be exposed to blood and other body fluids during certain learning experiences. Students are responsible for taking appropriate precautions and following all agency policies and procedures. Any exposure may result in injury and illness to the student. The student assumes all risks associated with exposure and expense of medical evaluation and treatment.

SMOKING/NON-TOBACCO POLICY

The campus is a smoke free facility. Students may smoke in designated areas only. Students shall not smoke at externship/affiliate agencies. This policy includes the use of electronic devices and chewing tobacco.

SOLICITATION

Students, faculty, staff, and visitors may not solicit, for any purpose, nor distribute literature or materials on campus or at any contracted externship agency.

DISCIPLINARY ACTION

Students violating any policy may be disciplined, and in some cases dismissed immediately.

PERSONAL PROPERTY

The University is not responsible for damaged, lost, or stolen personal property and items. Students assume all risk and liability for all damaged, lost, or stolen personal property and items. In the event an item is found, please bring it to the first-floor receptionist. Lost items may be reported to the first-floor receptionist. If you have lost an item and would like to make an inquiry, please contact Lost and Found at (305-442-9223) or lostandfound@mru.edu.

VISITOR POLICY AND SERVICE ANIMALS

Individuals not currently enrolled or in good standing with the University are not permitted on campus without prior permission and signing in with reception upon arrival. Children and pets are not allowed in classrooms, learning laboratories, or externship affiliate locations. Students with documented and necessary service animals may be permitted on campus with prior approval from the Office of Academic Affairs. Students, faculty or staff who wish to have guests in class must seek prior written authorization from the Office of Academic Affairs and follow all required registration and visiting protocols as directed by that office.

HIPAA REQUIREMENTS

All students, staff and faculty participating in externship experiences in a healthcare setting must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of externship affiliate agency HIPAA policies may result in course failure and program dismissal.

STUDENT ACTIVITIES AND COMMUNITY ENGAGEMENT

Students will be provided the opportunity to participate in various activities throughout the academic year. Activities will promote personal, professional, and community engagement while developing leadership and growth opportunities.

FIELD TRIPS

Throughout enrollment, the University may recommend field trips to various professional and industrial organizations/locations. Students are expected to behave and appear in a professional manner during field trips and all University sponsored events.

PREGNANCY

Nursing students who become pregnant during enrollment should immediately report the change in health status to the Office of Academic Affairs. Some programs and contracted externship agencies may have restrictions precluding students from participating in certain activities during pregnancy.

CLASS ATTENDANCE

Students are expected to attend all scheduled classes on time. Excessive absenteeism may result in course failure or withdrawal from the University. Students who fail to complete the designated attendance procedure for the class will be marked absent. Any student who signs another student's name to an attendance record will face dismissal from the University and will fail the course. If a

student is going to miss a class, it is the student's responsibility to email the course faculty and notify them of the absence prior to the start of class. Program specific attendance policies may be found in the student handbooks.

RELIGIOUS HOLIDAY ABSENCE POLICY

It is the policy of Miami Regional University for students and faculty to work together to allow students the opportunity to observe the holy days of his or her faith. A student should inform the faculty member of the religious observances of his or her faith that will conflict with class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity. The faculty member is then obligated to accommodate that particular student's religious observances. Because students represent a myriad of cultures and many faiths, Miami Regional University is not able to assure that scheduled academic activities do not conflict with the holy days of all religious groups. Accordingly, individual students should make their need for an excused absence known in advance of the scheduled activities. Students should inform faculty by the end of the Drop/Add period of any potential classes that may conflict with their religious observances.

The following guidelines apply:

1. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
2. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
3. Students shall not be academically penalized due to absence from class or other scheduled academic activity because of religious observances.
4. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from class because of a religious observance, the faculty member should not schedule a major exam or other academic event at that time.
5. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that they have been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

ATTENDANCE POLICY FOR CAREERSOURCE STUDENTS AND VOCATIONAL REHAB

The University is required to record and report attendance to CareerSource and Vocational Rehab. Students requiring that attendance sheets are submitted to their CareerSource/Vocational Rehab representatives are responsible for submitting the timesheets on a monthly basis to the Office of the Registrar. Timesheets have a 48-hour turn-around time.

ATTENDANCE POLICY FOR VETERANS ADMINISTRATION STUDENTS

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1 absence. Students exceeding 15% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

TARDINESS/EARLY DEPARTURES

Students are expected to be present prior to the start of class. A student's course participation grade may be affected if they are late, or if there is an early departure prior to the end of the scheduled class.

WITHDRAWAL AS A RESULT OF PROLONGED ABSENCE

A student who has unexcused absences consisting of 14 consecutive calendar days from all courses will be withdrawn from the University due to lack of attendance.

FACULTY EVALUATION

Students are encouraged to provide feedback to the University and will have the opportunity to evaluate faculty for courses taken. Results are used to continuously improve performance and outcomes.

AUDITS

Students and alumni may be permitted to sit in classes as listeners through an audit option. All requests for class audits must be approved by the Office of Academic Affairs in advance of attendance.

COURSE LOAD

Students may take a maximum of 15 credits per semester. Students wishing to take additional credits may only do so with approval from the Office of Academic Affairs. Students on academic warning, probation or suspension may be restricted to fewer credits.

TECHNOLOGY SUPPORT

Students are responsible for maintaining their personal computers, tablets and other devices. All computers and tablets that are used in a classroom setting must first be configured by the University's Office of Information Technology. The student is responsible for all third-party agreements and all hardware faults.

IDENTITY PROTECTION

Students are provided with a secure and unique username and password that grants them access to the online platform. Passwords are chosen by the student to maintain privacy. Students calling IT by phone will be required to state their full name, date of birth and the last four digits of their social security number for verification. Students should never provide anyone with their login information. If a student's login information is compromised, the student should immediately change password(s) and notify the Office of Information Technology of the security breach. Students must wear MRU student IDs when on school property for verification.

ACADEMIC ACHIEVEMENT AND GRADING

GRADING AND PROGRESS MEASUREMENT

A minimum cumulative GPA of 2.0 is required for a student to successfully complete a diploma program. A minimum cumulative GPA of 2.5 is required for a student to successfully complete an associate or bachelor's degree program and a minimum cumulative GPA of 3.0 is required for a student to successfully complete a master's degree program. Students must achieve a minimum of a "C" to pass any IEPOC, general studies or concentration course in the diploma, associate and bachelor's degree programs and a minimum of a "B" to successfully pass any concentration course in any master's degree program. Final grades are rounded up from the 10th place to a whole number.

Grading System for IEPOC, Associate and Bachelor's Degrees in Nursing, and General Education		
Grade	Percentages	Quality Points
A	90% to 100%	4.0
B	80% to 89%	3.0
C	78% to 79%	2.5
F	Below 78%	0.0
P	Satisfactory	4.0

***Prior to May 2015, 75% to 79 % was a grade of "C" with a minimum GPA of 2.5. Below 75% was a grade of "F."**

***Associate Program: Final Exam has no re-take effective immediately.**

Grading System for Master's Degree Courses and Post-Master Certificate Programs in Nursing		
Grade	Percentages	Quality Points
A	90% to 100%	4.0
B	80% to 89%	3.0
F	Below 80%	0.0
P	Satisfactory	4.0

Grading System for Master of Business, Master of Education		
Grade	Percentages	Quality Points
A	90% to 100%	4.0
B	80% to 89%	3.0
C	70% to 79%	2.0
D	60 to 69%	1.0
F	Below 60%	0.0

ACADEMIC HONORS

Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List.

President's List

Students who earn a grade point average of 4.0 for an academic term will be placed on the President's List.

Valedictorian

Students with a GPA of 3.75 or higher at the time of graduation will be considered by faculty, staff, and administration for the designation of Valedictorian. The Valedictorian will speak at graduation.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The cumulative grade point average (CGPA) is computed by multiplying the total number of credits in each course by the grade points achieved in each course (example, A=4.0; B=3.0) and then dividing by the total number of credit hours for all courses attempted.

Other Letter Grades	
AU	Audit Course
I	Incomplete
W	Withdrawn
WA	Administratively Withdrawn
WF	Withdraw Fail
TO	Test Out
TR	Transfer Credit
PTR	Pending Transfer Credit
XF	Failed – Academic Dishonesty

The following describes the assigned grade in the calculation of the Grade Point Average:

“F” – Fail – This grade is given when a student fails a class. The credits attempted will be counted in the CGPA calculation, and in the calculation of Maximum Timeframe and Completion Percentage for SAP.

“AU” – Audit Course – This grade is given when a student attended a course for no credit. It will not be counted towards the GPA, or the calculation of Maximum Timeframe and Completion Percentage.

“I” – Incomplete – This grade may be entered temporarily by agreement with the course faculty, associate dean of the program, and Office of Academic Affairs. Incomplete grades must be cleared by the due date. The final course grade will be computed into the GPA and count towards the SAP calculation.

“W” – Withdraw – This grade is given when a student drops a class before the last day of the 50% point of the course. The “W” will be counted in the calculation of Maximum Timeframe and Completion Percentage for SAP. The grade will not be counted in the CGPA calculation. Withdrawal following the 50% point will be recorded as a “WF.”

“WA” – Administratively Withdrawn – This grade is given when a student is withdrawn (dismissed) for disciplinary or administrative reasons not involving plagiarism or academic dishonesty. It will be counted in the calculation of Maximum Timeframe and Completion Percentage for SAP. The grade will not be counted in the CGPA calculation

“WF” – Withdraw Fail – This grade is given when a student drops a class following the last day of the 50% point of the course. It will be counted in the calculation of Maximum Timeframe for SAP. The grade will be counted in the CGPA calculation.

“TO” – Test Out – The test out grade does not affect the student’s GPA or SAP, but counts as credits earned in the current program of enrollment.

“TR” – Transfer – This grade is given to courses approved to be transferred from another program or institution. The grade will not be calculated in the CGPA. Courses considered as “TR” will count as credits earned, and credits attempted in the calculation of Maximum Timeframe and Completion Percentage for SAP.

“PTR” – Pending Transfer – This grade is given to courses awaiting approval to be transferred from another program or institution. “PTR” grades will be counted as credits attempted but will not be calculated in the CGPA. Courses considered as “PTR” will count as credits earned, and credits attempted in the calculation of Maximum Timeframe and Completion Percentage for SAP.

“XF” – Academic Dishonesty/Course Failure – This grade is given when a student has been involved in or associated with plagiarism or cheating in a course. The credits attempted will be counted in the CGPA calculation, and in the calculation of Maximum Timeframe and Completion Percentage for SAP.

GRADE APPEAL

Students who believe their grade is inaccurate must follow the process for Written Formal Appeals outlined in the Catalog.

EXTERNSHIP EXPERIENCES

Students participating in externship experiences must complete all required hours and student learning outcomes/objectives as outlined within the approved program degree plan, or a grade of “F” will be entered for a final grade. A fee may apply for a make-up of a missed externship experience.

INCOMPLETE GRADE POLICY

A student unable to finish a course due to extenuating circumstances may submit a written request for a grade of Incomplete by submitting an Incomplete Grade Request Form. The course faculty and Associate Dean of the program must approve the request for a grade of “I” to be entered. The student must complete the required work outlined on the Incomplete Grade Request Form by the established deadline set by the course faculty. Students will not be granted an Incomplete if at least 80% of the course has not been completed at the time of the request. Approval from the Office of Academic Affairs is required for any Incomplete Grade request that exceeds 14 days from the end of the course. At no time shall an incomplete grade exceed 15 weeks in length from the end of the course for which the incomplete grade was awarded. If work is not completed by the established

deadline or the maximum 15 weeks in length, the student will receive an “F” for the course. Students may not typically take courses in a new term that have a prerequisite for the course graded “I.” Any exception to this policy may be granted only by the Office of Academic Affairs.

TRANSCRIPT OF GRADES

The Office of the Registrar maintains student records of academic progress. These records are available to active, withdrawn, or graduated students upon request. All requests for official transcripts must be submitted in writing with a valid student signature releasing the information. There is a fee for official transcripts. Please see the published fee schedule for the cost of transcripts. Transcripts will not be released if the student or graduate has not met his or her financial obligations to the University.

COURSE REPEAT POLICY

A student that has received a grade of “F” in a course must repeat that course to comply with the requirements for graduation. The student assumes all financial costs associated with repeating failed courses. Students repeating a course must meet with the Office of Financial Aid to discuss what, if any, funding may be available for courses repeated. Both grades will remain on the transcript. Only the highest grade of the repeated course will be used in calculation of the CGPA. However all attempted credits will be calculated towards the Maximum Timeframe (MTF) of Satisfactory Academic Progress and Completion Percentage. Please see the Satisfactory Academic Progress policy for further explanation. In addition, please see the specific program for the maximum times a course may be repeated to remain enrolled.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet standards of Satisfactory Academic Progress (SAP) while enrolled in a diploma or degree program. The Satisfactory Academic Progress policy measures three factors:

1. Qualitative Measure (Cumulative GPA)

Students must maintain a cumulative grade point average of 2.0 or higher for diploma programs, a 2.5 or higher for undergraduate degree programs, and a 3.0 or higher for graduate degree programs.

2. Quantitative Measure (Completion Percentage)

Quantitative Measure (Completion Percentage) Students must have completed at least 67% of the credits they have attempted on a cumulative basis to remain compliant with SAP Policy.

3. Maximum Timeframe (MTF)

The maximum timeframe for receiving financial aid is equal to 150% of the credit hours of the program. For example, when pursuing a program that requires 100 credits for graduation, the maximum allowable timeframe is 150 credits attempted. Upon reaching or exceeding the allowable maximum timeframe, the student will be dismissed. Awarded transfer credits will count towards the Maximum Timeframe.

Satisfactory Academic Progress Evaluation Points

Satisfactory Academic Progress is measured at the end of each semester.

Financial Aid Consequences of Failing to Satisfy Academic Progress Criteria

Students not meeting Satisfactory Academic Progress criteria at any evaluation point will be placed on Financial Aid Warning. The student will have one academic term to meet Satisfactory Academic Progress. If SAP has been met, the student will be removed from Financial Aid Warning. If a student fails to achieve SAP at the end of the Financial Aid Warning term, the student will be placed on SAP Probation and may lose eligibility for Title IV funds. Students not making Satisfactory Academic Progress at the end of the second consecutive semester (SAP Probation) may be dismissed or allowed to continue on Financial Aid Suspension without being eligible for federal financial aid.

Diploma Programs (less than one academic year in length)		
Required Evaluation Point	CGPA	Cumulative Completion %
End of Each Semester	2.0	67%

Associate Degree Program		
Required Evaluation Point	CGPA	Cumulative Completion %
End of Each Semester	2.5	67%

Bachelor's Degree Programs		
Required Evaluation Point	CGPA	Cumulative Completion %
End of Each Semester	2.5	67%

Master's Degree Programs		
Required Evaluation Point	CGPA	Cumulative Completion %
End of Each Semester	3.0	67%

Financial Aid Probation

Students who fail to regain SAP following one term of Financial Aid Warning may appeal for consideration to be placed on Financial Aid Probation. Students wishing to appeal must submit their written appeal by email to the Office of Academic Affairs within 5 calendar days of notification of the change in their Satisfactory Academic Progress. The subject of the email should state "SAP Appeal" and it should be directed to academicaffairsandprovostoffice@mru.edu. Students who successfully appeal may continue in their program with federal financial aid. Students who do not appeal or whose appeal is denied will be dismissed from the University, or the student may elect to continue in the program without federal financial aid.

Dismissal and Appeal Guidelines

Students on Financial Aid Probation who fail to make Satisfactory Academic Progress (SAP) by the end of the term and/or fail to meet the terms of the Academic Probation Plan shall be placed on Financial Aid Suspension and may be dismissed from the University. Students who are projected to be unable to complete the program within the Maximum Timeframe may also be dismissed from the University. Students may appeal a dismissal decision by submitting their appeal request within five (5) calendar days from initial notification to academicaffairsandprovostoffice@mru.edu with the subject "SAP Appeal". The appeal must explain, in detail, the reason the student was not successful in meeting Satisfactory

Academic Progress and what has changed relative to the circumstances described that will allow the student the opportunity for success in future terms.

Conditions for Reinstatement

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum timeframe levels meet or exceed the minimum requirements. The student will be financially responsible for tuition and all costs associated until SAP is met. Financial aid eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.

The following defines the effect on the CGPA and successful course completion percentage:

Change of Programs and Satisfactory Academic Progress

Students who change majors are still responsible for maintaining satisfactory academic progress. Students are allowed two changes of major before they complete a degree, diploma, or certificate. After the second change of major, the student will be placed on financial aid suspension, if applicable. To reestablish eligibility, the student must have an approved appeal. While considering a change in major, students should consult the Office of Academic Affairs and the Office of Financial Aid to discuss the effect of a change on their Satisfactory Academic Progress and financial aid eligibility.

Additional Credentials and Satisfactory Academic Progress

Students pursuing a second credential may be considered for financial aid. Financial aid eligibility is limited to no more than two associate degrees. Students who wish to pursue additional credentials beyond these may do so but without federal financial assistance.

Transfer Credits and Satisfactory Academic Progress

Awarded transfer credits will count towards credits earned and credits attempted in the calculation of Maximum Timeframe (MTF) and Completion Percentage for Satisfactory Academic Progress.

Course Repeat and Satisfactory Academic Progress

Students may retake courses to improve their cumulative grade point average. The highest grade of the repeated course will be used in calculation of the CGPA and will be calculated towards the Maximum Timeframe (MTF) of Satisfactory Academic Progress. The lower grade will not count in the calculation of CGPA but will count towards MTF. Students must meet with the Office of Financial Aid to discuss funding eligibility. If no funding is available, students are responsible for the costs and tuition associated for each course repeated.

Incomplete “I” – grades are temporary and do not count in the CGPA; however, the final course grade will be computed into the GPA and count towards the SAP calculation.

Withdraw “W” – grade will not be counted towards the GPA but will in calculation of Maximum Timeframe and Completion Percentage for SAP.

Test Out “TO” – grade does not affect the student’s GPA or SAP but counts as credits earned.

SAP Warning – grades earned while a student is on probation will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

SAP Probation – grades earned while a student is on probation will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

SAP Suspension – A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation and will lose eligibility for Title IV (financial aid) funds.

Appeals Process – grades earned while a student is appealing will be used in calculation of the CGPA and calculated towards the Maximum Timeframe (MTF) of SAP.

PROGRAM TIMEFRAMES

Program	Credit Hours	Normal Time Frame		Maximum Time Frame	
		Academic Credits	Financial Aid Credits	Academic Attempted Credits	Financial Aid Credits
Master of Science in Nursing: Family Nurse Practitioner	46	46	46	69	69
Family Nurse Practitioner Post-Master's Certificate	37	37	37	56	56
Master of Science in Nursing Direct Entry	64	64	64	96	96
Master of Business Administration	36	36	36	54	54
Master of Educational Administration	36	36	36	54	54
Bachelor of Science in Nursing (RN to BSN)	120	120	120	180	180
Bachelor of Science in Nursing (BSN)	120	120	120	180	180
Associate of Science in Nursing (ASN)	66	66	66	99	99

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION (VA) EDUCATIONAL BENEFITS

Students receiving Veterans Administration (VA) educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term for diploma programs and (CGPA) of 2.5 each term for associate degree programs. A VA student whose CGPA falls below 2.0 in diploma programs or 2.5 in associate programs at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 for diploma or 2.5 for associate degree programs at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the University to be recertified after attaining a CPGA of 2.0 or a 2.5 for an associate or bachelor's degree.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES AND COMPETENCIES

The General Education framework at the University operates under the expectation that graduates should be able to possess a broad set of skills and abilities that will enhance their opportunities of employment and generativity, make them socially integrated citizens, and aspire to a good life. Regardless of a student's program of study, all students should achieve the following General Education Student Learning Outcomes and Graduate Competencies:

1. Use systematic and creative thinking skills to analyze and solve problems
2. Read, write, and exchange information, ideas, and concepts effectively
3. Use appropriate resources to locate, analyze, evaluate, and effectively process information
4. Demonstrate scientific and mathematical reasoning

General Education Competencies

Competencies	Student Learning Outcomes
Critical Thinking	Use systematic and creative thinking skills to analyze issues and solve problems
Communication	Read, write, and exchange information, ideas, and concepts effectively
Information Literacy	Use resources to locate, analyze, evaluate, and effectively process information
Scientific and Mathematical Reasoning	Demonstrate scientific and mathematical reasoning

ACADEMIC PROGRAMS AND COURSES

SCHOOL OF NURSING

ASSOCIATE OF SCIENCE IN NURSING

Program Description

24 Months – 66 Semester Credits

The Associate of Science in Nursing Program is designed to prepare graduates to become effective nurse clinicians capable of sound clinical judgment in a variety of healthcare settings. The curriculum enables students to acquire principles and knowledge from natural and behavioral sciences and blend this coursework with the art of nursing. The integration of theory and clinical practice is designed to assist the student in the development of critical thinking and problem-solving skills. The program is designed to prepare the graduate to sit for the National Council Licensure Examination (NCLEX) for registered nurses.

Graduates will demonstrate safe, competent care and be able to apply knowledge from the natural and behavioral sciences to inform the decision-making process regarding a client's plan of care utilizing the nursing process. Additionally, graduates will be able to develop, implement and evaluate teaching plans for individual clients, families or groups based on teaching-learning needs. They will be able to function with accountability and commitment to the practice of nursing in accordance with applicable standards of practice. They will operate in accordance with legal and ethical guidelines within the scope of practice for a registered nurse. This program prepares the successful and licensed graduate for an entry level position as a registered nurse at the associate degree level.

End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Provide nursing care that enhances the healthcare delivery setting to protect clients and health care personnel
2. Provide nursing care that incorporates the knowledge of expected growth and development principles, culture and spirituality, prevention and/or early detection of health problems, and strategies to achieve optimal health
3. Provide care and comfort, reducing client risk potential and managing health alterations promoting physical health and wellness
4. Provide nursing care that promotes and supports the emotional, mental and social well-being of the client
5. Use information and communication technologies to document and collaborate with interdisciplinary health care providers in an evolving healthcare delivery system
6. Utilize the nursing process to provide safe and effective, evidence based, client-centered care
7. Use knowledge of growth and development across the lifespan to provide client-centered teaching

Credential Issued

Associate of Science in Nursing

Programmatic Accreditation

The Associate of Science in Nursing program is accredited by the Accreditation Commission for

Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NW, Suite 850

Atlanta, GA 30326 404-975-5000

www.acenursing.org

Delivery Mode

This program is offered face-to-face (onsite).

Associate of Science in Nursing Degree Plan

GENERAL EDUCATION COURSES			
Semester I		Credits	Hours
BSC1085	Human Anatomy & Physiology I	3	45
BSC1085L	Human Anatomy & Physiology I Lab	1	30
ENC1101	English Composition I	3	45
MAC1105	College Algebra	3	45
PSY2012	General Psychology	3	45
Semester I Total		13	210
Semester II			
MCB2010	Microbiology	3	45
MCB2010L	Microbiology Lab	1	30
BSC1086	Human Anatomy & Physiology II	3	45
BSC1086L	Human Anatomy & Physiology II Lab	1	30
HUM2490	Humanities Survey: Critical Thinking of Great Masterpieces	3	45
Semester II Total		11	195
NURSING CONCENTRATION COURSES			
Semester III		Credits	Hours
NUR1100	Nursing Concepts I (Includes Clinical and Lab)	8	210
NUR1120	Pharmacology	4	60
Semester III Total		12	270
Semester IV			
NUR1200	Nursing Concepts II (Includes Clinical)	8	210
NUR1220	Mental Health, Community and Public Health (Includes Clinical)	4	90
Semester IV Total		12	300
Semester V			
NUR2300	Nursing Concepts III (Includes Clinical)	8	210
NUR2320	Care of the Mother, Newborn and Child (Includes Clinical)	4	90
Semester V Total		12	300
Semester VI			
NUR2482	Nursing Integration	6	90
Semester VI Total		6	90
PROGRAM TOTAL		66	1365

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Associate of Science in Nursing program must be eligible to meet all externship requirements.

Prerequisite for Nursing Concentration (Core) Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation, and/or externship) will result in a recorded grade of “F” for all components of the course attempted.

Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

Graduation Requirements:

An Associate of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 2.5
2. Student has completed and passed all required externship hours
3. Student is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed an Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Program	Description	Other Costs Estimated	Explanation
ASN-V5	Foreign Translation and Evaluation	Variable	Foreign Translation and Evaluation
ASN-V5	Application Fee	\$100.00	Application Fee
ASN-V5	Registration Fee	\$100.00	Registration Fee
ASN-V5	**Bring Your Own Device (BOD) MRU App	\$99.00	Tablet Configuration
ASN-V5	Clinical Clearance Fee	\$225.00	American Data Bank or CastleBranch, includes Background Check, Medical Document Manager, Drug screening, and clinical document clearances
ASN-V5	Criminal Background Check Level II	\$100.00	Includes All Counties of Residence, NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History, Fingerprints
ASN-V5	Clinical Evaluation Portfolio System	\$100.00	Typhon
ASN-V5	Clinical Make Up Hours (Cost per hour)	\$15.00	Cost per hour to make up missed Clinical Hours
ASN-V5	Copies of academic records (Cost per page)	\$1.00	Cost per page of academic records
ASN-V5	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
ASN-V5	Credit through standardized examination (Test Out) cost per exam.	\$100.00	Test Out Fee
ASN-V5	Florida Board of Nursing Licensure-RN Application	\$110.00	Florida Board of Nursing Licensure-RN Application
ASN-V5	Graduation Fee	\$150.00	Graduation Fee
ASN-V5	Learning Resource	\$225.00	Access to Cengage Software to be used for GENED Courses
ASN-V5	Learning Extension	\$60.00	Access to Software to be used after program completion as a refresher in preparation for the NCLEX exam
ASN-V5	Nursing Supply and Skills Kit	\$110.00	To include Black Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
ASN-V5	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking

ASN-V5	Pearson Vue NCLEX-RN Application	\$200.00	Pearson Vue NCLEX-RN Application
Program	Description	Other Costs Estimated	Explanation
ASN-V5	Scrubs -School Specific (i.e. school logo, 2 sets)	\$80.00	2 Sets of Uniforms
ASN-V5	SimChart	\$208.00	Simulation Chart
ASN-V5	Simulation Learning System	\$250.00	Simulation resources
ASN-V5	Student Badge ID	\$50.00	Student ID
ASN-V5	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
ASN-V5	Student Services, Technology and Media Fee (Per Semester)	\$140.00	Cost for use of Internet, WiFi, Online library periodicals, etc.
ASN-V5	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
ASN-V5	Tuition Cost per Credit	\$551.00	Tuition Cost per Credit

*This is an estimated cost of tuition and fees based on information provided at the time of enrollment. Costs are subject to change.

**Students must have the MRU application installed on each device used for the program.

BACHELOR OF SCIENCE IN NURSING

Program Description

36 Months –120 Semester Credits

The Bachelor of Science in Nursing (BSN) program develops the student's ability to analyze and apply research and evidence-based practice models into various healthcare environments. Through the application of theory, research, and translation of outcomes, the student will analyze clients, community, public health, technology, aging, and vulnerable populations with a focus on healthcare quality, safety, and improved outcomes. This program prepares the successful and licensed graduate for an entry level position as a registered nurse at the bachelor's degree level.

End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply knowledge of liberal education into nursing practice
2. Demonstrate interprofessional leadership and communication skills to effectively implement safe and quality care in an evolving healthcare delivery system
3. Integrate evidence, clinical judgment, interprofessional perspectives, and client preference in planning, implement and evaluating outcomes of care
4. Use technologies to assist in effective client care in a variety of healthcare settings
5. Explore the impact of socio-cultural, economic, legal and political factors influencing healthcare delivery and practice
6. Use interprofessional communication and collaboration skills to deliver evidence-based, client-centered care
7. Use evidence-based practices to guide health teaching, health counseling, screening, outreach, disease and outbreak investigation, referral, and follow-up throughout the lifespan
8. Demonstrate the professional standards of moral, ethical, and legal conduct
9. Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic and environmental assessments of health and illness parameters in patients, using developmentally and culturally appropriate approaches

Credential Issued

Bachelor of Science in Nursing

Programmatic Accreditation

The Bachelor of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Delivery Mode

This program is offered face-to-face (onsite).

Bachelor of Science in Nursing Degree Plan

DEGREE PLAN			
GENERAL EDUCATION COURSES			
Semester I		Credits	Hours
BSC1085	Human Anatomy & Physiology I	3	45
BSC1085L	Human Anatomy & Physiology I Lab	1	30
ENC1101	English Composition I	3	45
MAC1105	College Algebra	3	45
PSY2012	General Psychology	3	45
Semester I Total		13	210
Semester II			
MCB2010	Microbiology	3	45
MCB2010L	Microbiology Lab	1	30
BSC1086	Human Anatomy & Physiology II	3	45
BSC1086L	Human Anatomy & Physiology II Lab	1	30
DEP1000	Growth and Development	3	45
ENC1102	English Composition II	3	45
Semester II Total		14	240
Semester III			
ENC2201	Report Writing and Research Methods	3	45
MAC2205	Application for Statistical Methods	3	45
HUN2210	Nutrition	3	45
NUR3020	Comprehensive Pathophysiology	4	60
Semester III Total		13	195
Semester IV			
NUR3200	Health and Physical Assessment	3	45
NUR3210	Foundations of Interprofessional Care Across the Lifespan (Includes Clinical and Lab)	8	210
NUR3220	Pharmacology	4	60
Semester IV Total		15	315
Semester V			
NUR3000	Professional Roles in Healthcare	3	45
NUR3300	Healthcare Informatics and Technology	3	45
NUR3100	Cultural Diversity in Healthcare	3	45
NUR3320	Interprofessional Care of the Mental Health Client (Includes Clinical)	3	75
Semester V Total		12	210
Semester VI			
NUR3310	Interprofessional Care of the Client and Family Across the Lifespan I (Includes Clinical)	8	210
NUR3500	Nursing Theory	3	45
NUR3420	Care of Women, Newborn, and Children (Includes Clinical)	4	90

Semester VI Total		15	345
Semester VII			
NUR3400	Care of the Aging Population (Includes Clinical)	4	90
NUR3410	Interprofessional Care of the Client and Family Across the Lifespan II (Includes Clinical)	8	210
Semester VII Total		12	300
Semester VIII			
NUR4100	Research and Evidence Based Practice	3	45
NUR4200	Community and Public Health Nursing (Includes Clinical)	4	90
NUR4300	Vulnerable and Underserved Populations (Includes Clinical)	4	90
HUM2490	Humanities Survey: Critical Thinking of Great Masterpieces	3	45
Semester IIX Total		14	270
Semester IX			
NUR4400	Quality and Safety in Healthcare	3	45
NUR4500	Interprofessional Care of the Critically Ill and Injured Client (Includes Clinical)	6	150
NUR4650	Integration into Practice for the Professional Nurse (Includes Lab)	3	60
Semester IX Total		12	255
PROGRAM TOTAL		120	2340

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing consideration for admission to the Bachelor of Science in Nursing program must be eligible to satisfy all externship requirements.

Prerequisite for Nursing Concentration (Core) Courses

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all general education courses required in the program degree plan prior to starting nursing concentration core courses unless otherwise noted. Additional prerequisites may apply. Please review the course descriptions and degree plan for more information and requirements. Additional prerequisites may apply. Please review the course descriptions for more information and requirements.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration

courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

Graduation Requirements

A Bachelor of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 2.5
2. Student has completed and passed all required externship hours
3. Student Is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed an Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Program	Description	Other Costs Estimated	Explanation
BSN	Foreign Translation and Evaluation	Variable	Foreign Translation and Evaluation
BSN	Application Fee	\$100.00	Application Fee
BSN	Registration Fee	\$100.00	Registration Fee
BSN	*Bring Your Own Device (BOD) MRU App	\$99.00	Tablet Configuration
BSN	Clinical Clearance Fee	\$225.00	American Data Bank or CastleBranch, includes Background Check, Medical Document Manager, Drug screening, and clinical document clearances
BSN	Criminal Background Check Level II	\$100.00	Includes All Counties of Residence, NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History, Fingerprints
BSN	Clinical Evaluation Portfolio System	\$100.00	Typhon

BSN	Clinical Make Up Hours (Cost per hour)	\$15.00	Cost per hour to make up missed Clinical Hours
BSN	Copies of academic records (Cost per page)	\$1.00	Cost per page of academic records
BSN	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
BSN	Credit through standardized examination (Test Out) cost per exam.	\$100.00	Test Out Fee
BSN	Florida Board of Nursing Licensure-RN Application	\$110.00	Florida Board of Nursing Licensure-RN Application
BSN	Graduation Fee	\$150.00	Graduation Fee
BSN	Learning Resource	\$225.00	Access to Cengage Software to be used for GENED Courses
BSN	Learning Extension	\$60.00	Access to Software to be used after program completion as a refresher in preparation for the NCLEX exam
BSN	Nursing Supply and Skills Kit	\$110.00	To include Black Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
BSN	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
BSN	Pearson Vue NCLEX-RN Application	\$200.00	Pearson Vue NCLEX-RN Application
BSN	Scrubs -School Specific (i.e. school logo, 2 sets)	\$80.00	2 Sets of Uniforms
BSN	SimChart	\$208.00	Simulation Chart
BSN	Simulation Learning System	\$250.00	Simulation resources
BSN	Student Badge ID	\$50.00	Student ID
BSN	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
BSN	Student Services, Technology and Media Fee (Per Semester)	\$140.00	Cost for use of Internet, WiFi, Online library periodicals, etc.
BSN	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
BSN	Tuition Cost per Credit	\$458.33	Tuition Cost per Credit

*This is an estimated cost of tuition and fees based on information provided at the time of enrollment. Costs are subject to change.

BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

Program Description

16 Months –120 Semester Credits

The RN to BSN program develops the Registered Nurses ability to analyze and apply research and evidence-based practice models into various healthcare environments. Through the application of theory, research, and translation of outcomes, the student will analyze clients, community, public health, technology, aging, and vulnerable populations with a focus on healthcare quality, safety, and improved outcomes. This program prepares the successful and previously licensed registered nurse graduate to continue in their current employment, seek additional employment opportunities or assume additional responsibilities within the field of nursing or healthcare.

End of Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply knowledge of liberal education into nursing practice
2. Demonstrate interprofessional leadership and communication skills to effectively implement safe and quality care in an evolving healthcare delivery system
3. Integrate evidence, clinical judgment, interprofessional perspectives, and client preference in planning, implement and evaluating outcomes of care
4. Use technology to assist in effective client care in a variety of healthcare settings
5. Explore the impact of socio-cultural, economic, legal and political factors influencing healthcare delivery and practice
6. Use interprofessional communication and collaboration skills to deliver evidence-based, client-centered care
7. Use evidence-based practices to guide health teaching, health counseling, screening, outreach, disease and outbreak investigation, referral, and follow-up throughout the lifespan
8. Demonstrate the professional standards of moral, ethical, and legal conduct
9. Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic and environmental assessments of health and illness parameters in patients, using developmentally and culturally appropriate approaches

Credential Issued

Bachelor of Science in Nursing

Programmatic Accreditation

The Bachelor of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Delivery Mode

This program is offered face-to-face (onsite).

Bachelor of Science in Nursing Degree Plan (RN to BSN)

DEGREE PLAN (RN TO BSN)

GENERAL EDUCATION COURSES	
Transfer Credits	Credits
Florida Registered Nurse License	41
General Education Requirements	Credits
Sciences	12
English and Communications	9
Natural Science	3
Humanities	3
Mathematics	6
Social Sciences	6
Total General Education Credits	39

BACHELOR OF SCIENCE IN NURSING (RN-BSN)			
	Semester I	Credits	Hours
NUR3000	Professional Roles in Healthcare	3	45
NUR3100	Cultural Diversity in Healthcare	3	45
NUR3200	Health and Physical Assessment	3	45
Semester I Total		9	135
	Semester II		
NUR3300	Healthcare Informatics and Technology	3	45
NUR3400	Care of the Aging Population (Includes Clinical)	4	90
NUR3020	Comprehensive Pathophysiology	4	60
Semester II Total		11	195
	Semester III		
NUR3500	Nursing Theory	3	45
NUR4100	Research and Evidence Based Practice	3	45
NUR4200	Community and Public Health Nursing (Includes Clinical)	4	90
Semester III Total		10	180
	Semester IV		
NUR4300	Vulnerable and Underserved Populations (Includes Clinical)	4	90
NUR4400	Quality and Safety in Healthcare	3	45
NUR4900	RN to BSN Capstone	3	45
Semester IV Total		10	180
PROGRAM TOTAL		120	690

Admission Requirements

In addition to the general admission requirements and procedures, prospective students considering admission to the RN to BSN program must:

1. Provide Official University transcripts for all courses approved for transfer (must be received by the end of the first term)
2. Have an active Registered Nurse license for the State of Florida or participating Compact state
3. Demonstrate ability to meet program specific requirements

Credits for Nurse License

Applicants must have an active Registered Nurse license for the state of Florida or participating Compact state prior to enrollment. Upon verification of licensure, 41 credits will be awarded upon entering the final course (NUR4900) and prior to graduation.

General Education Requirements

There are 39 general education semester credits required to complete the program, which are comprised of 12 Science credits, 9 English Composition and Communications credits, 3 Natural Sciences credits, 3 Humanities credits, 6 Mathematics credits, and 6 Social Science credits.

The following criteria must be met to satisfy the general education requirements:

12 Science Credits – Credits must include Human Anatomy and Physiology I with Lab, Human Anatomy and Physiology II with Lab, and Microbiology with Lab.

9 English Composition and Communication Credits - 9 credits must include English Composition I, English Composition II, and Report Writing and Research Methods.

3 Natural Sciences Credits – 3 credits may include Nutrition as general education and Nutrition for healthcare practitioners' courses.

3 Humanities Credits – 3 credits may include the Humanities Survey: Critical Thinking. Another general humanities course may be considered.

6 Mathematics Credits – 3 credits must include Statistics. The remaining 3 credits may consist of College Algebra, Trigonometry, Calculus, or other general mathematics courses, which include a prerequisite of College Algebra or equivalent.

6 Social Science Credits – 6 credits must include Growth and Development and General Psychology.

Prerequisite for Nursing Concentration (Core) Courses for the RN to BSN Program Option

All students must have a GPA of 2.5 (letter grade of C) or higher on a 4.0 scale in all the required general education courses prior to starting nursing concentration (core) courses.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (NUR) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (NUR) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (NUR) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

General Education Course Failure

Only one repeat of the **SAME** general education course is permitted for students enrolled in the nursing program. A second failure of the **SAME** general education course will result in the student being dismissed from the nursing program. Failing three general education courses of any combination, including courses repeated, will result in the student being dismissed from the nursing program.

Graduation Requirements:

A Bachelor of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 2.5
2. Student has completed and passed all required externship hours
3. Student is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed an Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

GRADUATE STUDIES

MASTER OF SCIENCE IN NURSING PROGRAM

End of Program Student Learning Outcomes

Upon completion of the graduate programs, the graduate will be able to:

1. Integrate nursing and related sciences into the delivery of care to clients across diverse healthcare settings
2. Create effective interdisciplinary organizational and systems leadership in the care of the client in diverse healthcare settings
3. Analyze quality initiatives to improve health outcomes across the continuum of care
4. Apply practice guidelines to improve practice and health outcomes
5. Relate information and communication technologies to document and improve health outcomes
6. Examine the effect of legal, ethical, and regulatory processes on healthcare delivery, practice and health outcomes
7. Employ collaborative interprofessional strategies for improving client and population health outcomes
8. Evaluate the effectiveness of clinical prevention interventions that affect individual and population-based health outcomes, perform risk assessments, and design plans or programs of care
9. Relate knowledge of illness and disease management to providing evidence-based care to clients, communities, and vulnerable populations in an evolving healthcare delivery system

MASTER OF SCIENCE IN NURSING FAMILY NURSE PRACTITIONER

Program Description

20 Months – 46 semester credits (Full-Time Option) 32 Months – 46 semester credits (Part-Time Option)

The Master of Science in Nursing: Family Nurse Practitioner (FNP) program is designed to expand the knowledge of the nurse as it relates to the role of the family nurse practitioner and advanced nursing practice. Family nurse practitioners serve as the primary health care providers in many diverse practice settings including, but not limited to, private medical offices, health clinics and acute care settings. The Family Nurse Practitioner program integrates theory and practical application through lecture, laboratory, and clinical experiences to address a wide range of primary care needs, order diagnostic tests, apply evidence-based research when caring for the family and manage common acute, chronic health problems of individuals from infancy through late adulthood. The FNP program focuses on developing the knowledge and skills necessary to deliver nursing care to persons of all ages across primary care settings. This program prepares the successful and licensed graduate for an entry level position as an advanced practice nurse.

Admission Requirements

1. All general University admission requirements
2. Proof of Graduation: University transcript of coursework from Bachelor's Degree in a health-

related field from an institution accredited by agencies recognized by the United States Department of Education

3. Active Registered Nurse license for the State of Florida or participating Compact state
4. Topical essay
5. Three letters of recommendation (two professional)
6. Resume/CV
7. Be eligible to meet externship/preceptorship requirements

Prerequisite Requirements

Successful completion of the Ethics, Information Literacy and Professional Writing Seminar prior to starting the program.

General Program Information

Applicants accepted into the MSN FNP program may be required to complete additional background checks and drug screenings during or at the completion of the program.

Credential Issued

Master of Science in Nursing

Programmatic Accreditation Status

The Master of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Delivery Mode

This program is offered face-to-face (onsite).

Preceptorship

A clinical preceptorship is required throughout various courses in the program. Students are required to secure their own preceptor. Preceptors must be approved by the Office of Academic Affairs prior to the start of the preceptorship. Please refer to the student handbook for additional information. Students who do not provide a preceptor will be appointed one by the University, for an additional fee.

Master of Science in Nursing Family Nurse Practitioner Degree Plan

Master of Science in Nursing Family Nurse Practitioner - Full-Time Option			
Semester I		Credits	Hours
MSN5150	Advanced Pathophysiology	3	45
MSN5200	Advanced Health Assessment	3	45
MSN5270	Advanced Theoretical Perspectives for Nursing	3	45
MSN5350	Advanced Pharmacology	3	45
Semester I Totals		12	180
Semester II			
MSN5300	Advanced Nursing Inquiry and Evidence Based Research	3	45
MSN5400	Healthcare Policy and Delivery System	3	45
MSN5550	Health Promotion: Prevention of Disease	3	45
MSN5600	Diagnosis, Symptom and Illness Management (Includes Lab)	3	60
Semester II Totals		12	195
Semester III			
MSN5700	Advanced Practice in Primary Care (Includes Clinical)	6	180
Semester III Totals		6	180
Semester IV			
MSN6050	Advanced Practice in Primary Care – Women’s Health (Includes Clinical)	5	165
MSN6150	Advanced Practice in Primary Care – Pediatrics (Includes Clinical)	5	165
Semester IV Totals		10	330
Semester V			
MSN6400	Role Development in Family Practice: Clinical Integration (Includes Clinical)	6	210
Semester V Totals		6	210
PROGRAM TOTALS		46	1095

Master of Science in Nursing Family Nurse Practitioner – Part-Time Option			
Semester I		Credits	Hours
MSN5150	Advanced Pathophysiology	3	45
MSN5350	Advanced Pharmacology	3	45
Semester I Totals		6	90
Semester II			
MSN5200	Advanced Health Assessment	3	45
MSN5270	Advanced Theoretical Perspectives of Nursing	3	45
Semester II Totals		6	90
Semester III			
MSN5300	Advanced Nursing Inquiry and Evidence-Based Practice	3	45
MSN5400	Healthcare Policy and Delivery System	3	45
Semester III Totals		6	90
Semester IV			
MSN5600	Diagnosis, Symptom and Illness Management (Includes Lab)	3	60
MSN5550	Health Promotion: Prevention of Disease	3	45
Semester IV Totals		6	105
Semester V			
MSN5700	Advanced Practice in Primary Care (Includes Clinical)	6	180
Semester V Totals		6	180
Semester VI			
MSN6050	Advanced Practice in Primary Care – Women’s Health (Includes Clinical)	5	165
Semester VI Totals		5	165
Semester VII			
MSN6150	Advanced Practice in Primary Care - Pediatrics (Includes Clinical)	5	165
Semester VII Totals		5	165
Semester VIII			
MSN6400	Role Development in Family Practice: Clinical Integration (Includes Clinical)	6	210
Semester VIII Totals		6	210
PROGRAM TOTALS		46	1095

Graduate Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (MSN) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (MSN) will result in the student being dismissed from the nursing program. Failing two nursing concentration courses (MSN) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (MSN) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation, preceptorship/ externship) will result in a recorded grade of “F” for all components of the course attempted.

Failure to Complete Required Practicum Hours

Students must complete all required practicum hours with a University approved preceptor. Failure to complete all required hours prior to the last day of the course shall result in a course failure to include all associated course components (Lecture/Lab, etc.). Failure to complete all practicum requirements such as logs, case lists, documentation, or failure to submit a completed end of course evaluation signed by the preceptor, clinical instructor and student by the last day of the course shall result in a course failure. Falsification of time logs, misrepresenting practicum hours or false documentation to include client encounters shall result in course failure and further disciplinary action up to and including program dismissal.

Course Options for Foreign Trained Physicians

After admission to the Nursing Program, foreign trained physicians may opt to test out of Pathophysiology, Pharmacology and Physical (Advanced Health) Assessment with the “3-P exam”. Passing the 3-P exam with a score of 80% or greater will award the applicant grades for the three courses. Grading is based on an equivalency for each course and credit; credits are treated as transfer credits. Successful completion of the 3-P exam with the required minimum score will replace the first semester of the Post-Masters FNP Certificate Program and three classes in the MSN/FNP program. Applicants who fail to achieve an 80% minimum score will be required to register for the three courses. Exam preparation guides are available to assist applicants who have completed registration for the 3-P exam. The 3-P exam is not an admissions requirement, however, students opting to take the exam must complete it prior to enrollment to receive consideration for credits. Students must pay the exam fee in full prior to taking the exam. **The 3-P exam will not be administered more than once per qualifying student. Students will not be permitted to retake the 3-P exam.**

Program	Description	Other Costs Estimated	Explanation
MSN-FNP	Optional 3-P exam	\$1,000.00	Examination fee for students opting to take 3-P exam

A Master of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 3.0
2. Student has completed and passed all required externship hours
3. Student is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Program	Description	Other Costs Estimated	Explanation
MSNFNP	Foreign Transcript Evaluation	Variable	Foreign Transcript Evaluation
MSNFNP	***Practicum Credentialing Fee (Preceptor credentialing)	\$400.00	Cost to verify Preceptor Credentials
MSNFNP	**Practicum Affiliation	\$5,850.00	Charged when student is assigned a Preceptor by MRU
MSNFNP	*Bring Your Own Device (BOD) MRU App	\$99.00	Tablet Configuration
MSNFNP	Registration Fee	\$100.00	Registration Fee
MSNFNP	Application Fee	\$100.00	Application Fee
MSNFNP	ARNP Licensure FL BON - Application Fee	\$100.00	ARNP Licensure FL BON - Application Fee
MSNFNP	Clinical Clearance Fee	\$225.00	American Data Bank or CastleBranch, includes Background Check, Medical Document Manager, Drug screening, and clinical document clearances
MSNFNP	Background Check Level II	\$100.00	Includes all Counties of Residence, NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History, Fingerprints
MSNFNP	Certification	\$400.00	Certification Preparation
MSNFNP	Clinical Evaluation Portfolio System	\$120.00	Typhon
MSNFNP	Clinical Make Up Hours cost per hour	\$15.00	Cost per hour to make up missed Clinical hours
MSNFNP	Copies of academic records ---cost per page	\$1.00	Copies of academic records
MSNFNP	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
MSNFNP	Diagnostic Kit	\$350.00	Tuning fork, Otoscope, pen light, etc.
MSNFNP	Graduation Fee	\$150.00	Graduation Fee
MSNFNP	Lab Coat	\$60.00	Purchase of Lab Coat
MSNFNP	Lab Fee (Per Semester where Lab Course is required)	\$150.00	Lab Fee (Per Semester where Lab Course is required)
MSNFNP	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
MSNFNP	Practice Board Exam	\$150.00	Practice Board Exam

Program	Description	Other Costs Estimated	Explanation
MSNFNP	Practicum Malpractice Insurance (12 months)	\$300.00	Practicum Malpractice Insurance (12 months)
MSNFNP	Review Courses	\$630.00	Review Courses
MSNFNP	Scrubs -School Specific (i.e. school logo, 2 sets)	\$80.00	2 Sets of Uniforms
MSNFNP	Student Badge ID	\$50.00	Student ID
MSNFNP	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
MSNFNP	Student Services, Technology and Media Fee (Per Semester)	\$120.00	Cost for use of Internet, WiFi, Online library periodicals, etc.
MSNFNP	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
MSNFNP	Tuition Cost per Credit	\$600.00	Tuition Cost per Credit

*This is an estimated cost of tuition and fees based on information provided at the time of enrollment. Costs are subject to change. Waiver of Practicum Affiliation Fee for students securing an approved preceptor only.

**This is a One-time fee for all students entering practicum.

FAMILY NURSE PRACTITIONER POST-MASTER CERTIFICATE (FNP-PMC)

Program Description

4-18 Months – 10-37 Semester Credits

The Family Nurse Practitioner is designed to expand the knowledge of the nurse as it relates to the role of the family nurse practitioner and advanced nursing practice. Family nurse practitioners serve as the primary health care providers in many diverse practice settings including, but not limited to, private medical offices, health clinics and acute care settings. The Family Nurse Practitioner Post-Master program integrates theory and practical application through lecture, laboratory, and clinical experiences to address a wide range of primary care needs, order diagnostic tests, apply evidence-based research when caring for the family and manage common acute, chronic health problems of individuals from infancy through late adulthood. The FNP program focuses on developing the knowledge and skills necessary to deliver nursing care to persons of all ages across primary care settings. This program prepares the successful and licensed graduate for an entry level position as an advanced practice nurse.

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing to be considered for admission to the Family Nurse Practitioner Post-Master Certificate program must:

1. Hold an earned Master of Science in Nursing degree from an accredited institution recognized by the United States Department of Education or a foreign master's degree evaluated by an approved agency indicating equivalency to a Master of Science Degree in Nursing earned at an accredited institution in the U.S. (Official University transcript or evaluation must be received before the end of the first term)
2. Be eligible to meet externship/preceptorship requirements
3. Have an active Registered Nurse license for the State of Florida or participating Compact state
4. Complete a gap analysis for degree plan evaluation

Prerequisite Requirements

Successful completion of the Ethics, Information Literacy and Professional Writing Seminar prior to starting the program.

General Program Information

Applicants accepted into the Family Nurse Practitioner Post Master's Certificate program may be required to complete additional background checks and drug screenings during or at the completion of the program.

Credential Issued

Post Master's Certificate

Programmatic Accreditation Status

The Master of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Delivery Mode

This program is offered face-to-face (onsite).

Preceptorship

A clinical preceptorship is required throughout various courses in the program. Students are required to secure their own preceptor. Preceptors must be approved by the Office of Academic Affairs prior to the start of the preceptorship. Please refer to the student handbook for additional information. Students who do not provide a preceptor will be appointed one by the University, for an additional fee.

Family Nurse Practitioner Post-Master Certificate Degree Plan

Family Nurse Practitioner Post-Masters Certificate			
Semester I		Credits	Hours
MSN5150	Advanced Pathophysiology	3	45
MSN5200	Advanced Health Assessment	3	45
MSN5350	Advanced Pharmacology	3	45
Semester I Totals		9	135
Semester II			
MSN5550	Health Promotion: Prevention of Disease	3	45
MSN5600	Diagnosis, Symptom and Illness Management (Includes Lab)	3	60
MSN5700	Advanced Practice in Primary Care (Includes Clinical)	6	180
Semester II Totals		12	285
Semester III			
MSN6050	Advanced Practice in Primary Care – Women’s Health (Includes Clinical)	5	165
MSN6150	Advanced Practice in Primary Care – Pediatrics (Includes Clinical)	5	165
Semester III Totals		10	330
Semester IV			
MSN6400	Role Development in Family Practice: Clinical Integration (Includes Clinical)	6	210
Semester IV Totals		6	210
PROGRAM TOTALS		37	960

*Current Certified Nurse Practitioners

Applicants must hold a current nurse practitioner certification. Following a gap analysis, applicants may only need to complete 10-16 credits depending on their current certification specialty. Each applicant will be considered individually based on transcripts from their previous nurse practitioner program, their current board certification and clinical experience as a nurse practitioner. Certifications Currently Considered include:

- Adult-Gerontology Acute Care NP
- Adult-Gerontology Primary Care NP
- Pediatric Primary Care NP
- Acute Care NP Adult Care NP

The following courses may be required based on review of individual transcripts, certification and experience:

Family Nurse Practitioner College Credit Certificate Currently Certified Nurse Practitioners			
Semester I		Credits	Hours
MSN5700	Advanced Practice in Primary Care (Includes Clinical)	6	180
MSN6050	Advanced Practice in Primary Care – Women’s Health (Includes Clinical)	5	165
MSN6150	Advanced Practice in Primary Care – Pediatrics (Includes Clinical)	5	165
MSN6400	Role Development in Family Practice: Clinical Integration (Includes Clinical)	6	210
PROGRAM TOTALS		22	720

All candidates must have evidence of graduate coursework in advanced health assessment, advanced pathophysiology and advanced pharmacology.

Graduate Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (MSN) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (MSN) will result in the student being dismissed from the nursing program. Failing two nursing concentration courses (MSN) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (MSN) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

Failure to Complete Required Practicum Hours

Students must complete all required practicum hours with a University approved preceptor. Failure to complete all required hours prior to the last day of the course shall result in a course failure to include all associated course components (Lecture/Lab, etc.). Failure to complete all practicum requirements such as logs, case lists, documentation, or failure to submit a completed end of course evaluation signed by the preceptor, clinical instructor and student by the last day of the course shall result in a course failure. Falsification of time logs, misrepresenting practicum hours or false documentation to include client encounters shall result in course failure and further disciplinary action up to and including program dismissal.

A Post-Master's Certificate will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 3.0
2. Student has completed and passed all required externship hours
3. Student is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class.

Program	Description	Other Costs Estimated	Explanation
MSNFNP	Foreign Transcript Evaluation	Variable	Foreign Transcript Evaluation
MSNFNP	***Practicum Credentialing Fee (Preceptor credentialing)	\$400.00	Cost to verify Preceptor Credentials
MSNFNP	**Practicum Affiliation	\$5,850.00	Charged when student is assigned a Preceptor by MRU
MSNFNP	*Bring Your Own Device (BOD) MRU App	\$99.00	Tablet Configuration
MSNFNP	Registration Fee	\$100.00	Registration Fee
MSNFNP	Application Fee	\$100.00	Application Fee
MSNFNP	ARNP Licensure FL BON - Application Fee	\$100.00	ARNP Licensure FL BON - Application Fee
MSNFNP	Clinical Clearance Fee	\$225.00	American Data Bank or CastleBranch, includes Background Check, Medical Document Manager, Drug screening, and clinical document clearances
MSNFNP	Background Check Level II	\$100.00	Includes all Counties of Residence, NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History, Fingerprints
MSNFNP	Certification	\$400.00	Certification Preparation
MSNFNP	Clinical Evaluation Portfolio System	\$120.00	Typhon
MSNFNP	Clinical Make Up Hours cost per hour	\$15.00	Cost per hour to make up missed Clinical hours
MSNFNP	Copies of academic records ---cost per page	\$1.00	Copies of academic records
MSNFNP	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam

MSNFNP	Diagnostic Kit	\$350.00	Tuning fork, Otoscope, pen light, etc.
MSNFNP	Graduation Fee	\$150.00	Graduation Fee
MSNFNP	Lab Coat	\$60.00	Purchase of Lab Coat
MSNFNP	Lab Fee (Per Semester where Lab Course is required)	\$150.00	Lab Fee (Per Semester where Lab Course is required)
MSNFNP	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
MSNFNP	Practice Board Exam	\$150.00	Practice Board Exam
MSNFNP	Practicum Malpractice Insurance (12 months)	\$300.00	Practicum Malpractice Insurance (12 months)
MSNFNP	Review Courses	\$630.00	Review Courses
MSNFNP	Scrubs -School Specific (i.e. school logo, 2 sets)	\$80.00	2 Sets of Uniforms
MSNFNP	Student Badge ID	\$50.00	Student ID
MSNFNP	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
MSNFNP	Student Services, Technology and Media Fee (Per Semester)	\$120.00	Cost for use of Internet, WiFi, Online library periodicals, etc.
MSNFNP	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
MSNFNP	Tuition Cost per Credit	\$600.00	Tuition Cost per Credit

*This is an estimated cost of tuition and fees based on information provided at the time of enrollment. Costs are subject to change. Waiver of Practicum Affiliation Fee for students securing an approved preceptor only. **This is a One-time fee for all students entering practicum.

MASTER OF SCIENCE IN NURSING DIRECT ENTRY

Program Description

20 Months - 64 Semester Credits (Full-Time Option)

28 Months – 64 Semester Credits (Part-Time Option)

The goal of the Direct Entry Master of Science in Nursing program is to prepare the graduate as an entry-level nurse generalist to practice with advance knowledge and skills necessary to design, lead, and integrate care to clients and populations in diverse healthcare settings. The program will prepare graduates to provide and direct care within an interprofessional model to clients and populations with complex physical and psychosocial conditions. Upon completion of this program, graduates will be prepared to take the nursing licensure exam (NCLEX-RN). This program prepares the successful and licensed graduate for an entry level position as a registered nurse at the master's degree level.

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing consideration for admission to the Master of Science in Nursing Direct Entry program must:

1. Meet all general University admission requirements
2. Bachelor of Science or Bachelor of Arts degree from an accredited University.
3. Bachelor of Science or Bachelor of Arts Degree from an institution accredited by agencies recognized by the United States Department of Education
4. Be eligible to meet all externship requirements

Prerequisite Requirements

Applicants must have the following prerequisite courses completed with a 2.5 GPA "C" or higher prior to acceptance into the Master of Science in Nursing Direct Entry program.

- Human Anatomy and Physiology I and Lab (4 semester credits)
- Human Anatomy and Physiology II and Lab (4 semester credits)
- Microbiology and Lab (4 semester credits)
- English Composition I (3 semester credits)
- English Composition II (3 semester credits)
- Humanities Elective (3 credits)
- Report Writing and Research (3 semester credits)

Applicants accepted into the Master of Science in Nursing Direct Entry program may be required to complete additional background checks and drug screenings during or at the completion of the program.

Credential Issued

Master of Science in Nursing

Programmatic Accreditation Status

The Master of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Delivery Mode

This program is offered face-to-face (onsite).

Master of Science in Nursing Direct Entry Degree Plan

MASTER OF SCIENCE IN NURSING DIRECT ENTRY – Full-Time Option			
	Semester I	Credits	Hours
MSN5300	Advanced Nursing Inquiry and Evidence Based Practice	3	45
MSN5320	Foundations of Nursing Care Across the Lifespan (Includes Clinical and Lab)	8	210
MSN5500	Nursing Informatics	3	45
Semester I Total		14	300
	Semester II		
MSN5150	Advanced Pathophysiology	3	45
MSN5200	Advanced Health Assessment	3	45
MSN5270	Advanced Theoretical Perspectives of Nursing	3	45
MSN5350	Advanced Pharmacology	3	45
Semester II Total		12	180
	Semester III		
MSN5400	Health Care Policy and Delivery Systems	3	45
MSN5410	Advanced Medical-Surgical Nursing (Includes Clinical)	8	210
MSN5420	Mental Health Nursing (Includes Clinical)	4	90
Semester III Total		15	345
	Semester IV		
MSN5430	Pediatrics and Obstetrics Nursing (Includes Clinical)	5	105
MSN5650	Nursing Decision Making	3	45
MSN5950	Role of the Nurse Leader and Leadership Quality Initiatives (Includes Clinical)	3	75
Semester IV Total		11	225
	Semester V		
MSN6010	Integration into Nursing Practice (Includes Clinical and Lab)	6	165
MSN6020	Quality and Safety in Healthcare	3	45
MSN5550	Health Promotion: Prevention of Disease	3	45
Semester V Total		12	255
PROGRAM TOTAL		64	1305

MASTER OF SCIENCE IN NURSING DIRECT ENTRY – Part-Time Option

Semester I	Credits	Hours
Foundations of Nursing Care Across the Lifespan (Includes Clinical and Lab)	8	210
Advanced Nursing Inquiry and Evidence-Based Practice	3	45
Semester I Total	11	255
Semester II		
Advanced Theoretical Perspectives of Nursing	3	45
Advanced Pharmacology	3	45
Nursing Informatics	3	45
Semester II Total	9	135
Semester III		
Advanced Pathophysiology	3	45
Advanced Health Assessment	3	45
Semester III Total	6	90
Semester IV		
Health Care Policy and Delivery Systems	3	45
Advanced Medical-Surgical Nursing (Includes Clinical)	8	210
Semester IV Total	11	255
Semester V		
Mental Health Nursing (Includes Clinical)	4	90
Nursing Decision Making	3	45
Quality and Safety in Healthcare	3	45
Semester V Total	10	180
Semester VI		
Pediatrics and Obstetrics (Includes Clinical)	5	105
Role of the Nurse Leader and Leadership Quality Initiatives (Includes Clinical)	3	75
Semester VI Total	8	180
Semester VII		
Integration into Practice (Includes Clinical and Lab)	6	165
Health Promotion: Prevention of Disease	3	45
Semester VII Total	9	210
PROGRAM TOTAL	64	1305

At the completion of the program, students that satisfy graduation requirements may be eligible to complete the NCLEX-RN examination. Students are responsible to check eligibility with the state board of nursing.

NCLEX-RN Examination Requirements

Miami Regional University encourages applicants and students of this program to periodically visit the Florida Board of Nursing website for updated information on the licensure application and instructions for the NCLEX examination, since these rules are subject to change. The direct link to the licensure application form and instructions is:

http://www.doh.state.fl.us/MQA/nursing/ap_licensure-RN-LPN.pdf.

The home page for the Florida Board of Nursing is: www.doh.state.fl.us/mqa/nursing.

Graduate Nursing Concentration Course Failure

Only one repeat of the **SAME** nursing concentration course (MSN) is permitted for students enrolled in the nursing program. A second failure of the **SAME** nursing concentration course (MSN) will result in the student being dismissed from the nursing program. Failing two nursing concentration courses (MSN) of any combination, including courses repeated, will result in the student being dismissed from the nursing program. A grade of “WF” is treated as a course failure. Students with two “W” grades for the same course shall be considered as a single course failure. A student with a total of three “W” grades in the same course or with a total of three “W” grades in any combination of nursing concentration courses shall be dismissed from the nursing program.

Specific Course Grading Requirements

Students must successfully pass all components of nursing (MSN) concentration courses to receive a passing grade. Failing any component (lecture, lab, simulation and externship) will result in a recorded grade of “F” for all components of the course attempted.

Course Options for Foreign Trained Physicians

After admission to the Nursing Program, foreign trained physicians may opt to test out of Pathophysiology, Pharmacology and Physical (Advanced Health) Assessment with the “3-P exam”. Passing the 3-P exam with a score of 80% or greater will award the applicant grades for the three courses. Grading is based on an equivalency for each course and credit; credits are treated as transfer credits. Successful completion of the 3-P exam with the required minimum score will replace the first semester of the Post-Masters FNP Certificate Program and three classes in the MSN/FNP program. Applicants who fail to achieve an 80% minimum score will be required to register for the three courses. Exam preparation guides are available to assist applicants who have completed registration for the 3-P exam. The 3-P exam is not an admissions requirement, however, students opting to take the exam must complete it prior to enrollment to receive consideration for credits. Students must pay the exam fee in full prior to taking the exam. **The 3-P exam will not be administered more than once per qualifying student. Students will not be permitted to retake the 3-P exam.**

Program	Description	Other Costs Estimated	Explanation
Direct Entry	Optional 3-P exam	\$1,000.00	Examination fee for students opting to take 3-P exam

A Master of Science in Nursing will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 3.0
2. Student has completed and passed all required externship hours
3. Student is current with financial obligations to the University
4. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
5. Student has completed Exit Interview with the Office of Financial Aid
6. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Program	Description	Other Costs Estimated	Explanation
MSN-DE	Foreign Transcript Evaluation	Variable	Foreign Transcript Evaluation
MSN-DE	Application Fee	\$100.00	Application Fee
MSN-DE	Registration Fee	\$100.00	Registration Fee
MSN-DE	*Bring Your Own Device (BOD) MRU App	\$99.00	Tablet Configuration
MSN-DE	Clinical Clearance Fee	\$225.00	American Data Bank or CastleBranch, includes Background Check, Medical Document Manager, Drug screening, and clinical document clearances
MSN-DE	Criminal Background Check Level II	\$100.00	CastleBranch, includes All Counties of Residence, NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History, Fingerprints
MSN-DE	Clinical Evaluation Portfolio System	\$100.00	Typhon
MSN-DE	Clinical Make Up Hours (Cost per hour)	\$15.00	Cost per hour to make up missed Clinical Hours
MSN-DE	Copies of academic records (Cost per page)	\$1.00	Cost per page of academic records

Program	Description	Other Costs Estimated	Explanation
MSN-DE	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
MSN-DE	Credit through standardized examination (Test Out) cost per exam.	\$100.00	Test Out Fee
MSN-DE	Florida Board of Nursing Licensure-RN Application	\$110.00	Florida Board of Nursing Licensure-RN Application
MSN-DE	Graduation Fee	\$150.00	Graduation Fee
MSN-DE	Learning Resource	\$225.00	Access to Cengage Software to be used for GENED Courses
MSN-DE	Learning Extension	\$60.00	Access to Software to be used after program completion as a refresher in preparation for the NCLEX exam
MSN-DE	Nursing Supply and Skills Kit	\$110.00	To include Black Tote, Stethoscope, scissors, gloves, catheter kit, all Supplies for Skills and lab
MSN-DE	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
MSN-DE	Pearson Vue NCLEX-RN Application	\$200.00	Pearson Vue NCLEX-RN Application
MSN-DE	Scrubs -School Specific (i.e. school logo, 2 sets)	\$80.00	2 Sets of Uniforms
MSN-DE	SimChart	\$208.00	Simulation Chart
MSN-DE	Simulation Learning System	\$250.00	Simulation resources
MSN-DE	Student Badge ID	\$50.00	Student ID
MSN-DE	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
MSN-DE	Student Services, Technology and Media Fee (Per Semester)	\$140.00	Cost for use of Internet, WiFi, Online library periodicals, etc.
MSN-DE	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
MSN-DE	Tuition Cost per Credit	\$670.00	Tuition Cost per Credit

* This is an estimated cost of tuition and fees based on information provided at the time of enrollment. Costs are subject to change. Waiver of Practicum Affiliation Fee for students securing an approved preceptor only.

**This is a One-time fee for all students entering practicum.

SCHOOL OF GENERAL STUDIES AND PROFESSIONAL EDUCATION

INTENSIVE ENGLISH FOR PROFESSIONALS OF OTHER COUNTRIES (IEPOC)

Program Description

30 weeks - 42 Semester Credits

This program is not part of the institutional accreditation. This program is NOT accredited.

Miami Regional University provides Intensive English for Professionals of Other Countries (IEPOC) courses to individuals with pre-existing or seeking to acquire vocational and/or occupational knowledge, training, and skills. MRU offers six (6) levels of instruction to develop and enhance adequate English language proficiency that includes reading comprehension, oral communication, and writing skills. IEPOC instructors share the accountability that English language learners attain cultural and linguistic parity with native English-speakers and uphold high expectations for academic achievement. MRU's IEPOC courses embrace academic and social needs that enable non-native English speakers to become independent learners, acquire specialized educational training, and be productive members of the society by building up work-related skills and procuring employment.

IEPOC Course of Study Goals

Through English language instruction, MRU provides students the foundation towards fulfilling personal, academic, social, and economic accomplishments in an English-speaking society. The goals of the IEPOC course of study are to:

1. Develop English language proficiency to achieve academic standards;
2. Reach English language proficiency to extend information literacy, reasoning, and critical thinking competences;
3. Cultivate English language proficiency to communicate effectively in social and academic settings;
4. Develop English language skills for University readiness;
5. Increase passing scores for the verbal University entrance examination.

Screening and Admissions Process

MRU screens and identifies all limited English proficiency students who lack the essential English language skills to perform in one or more skill areas of listening, speaking, reading, and/or writing. MRU identifies IEPOC students through the preliminary screening process at the time of registration.

Assessment/Evaluation

MRU instituted and implements uniform procedures for the assessment of English proficiency in the areas of oral communication, reading, and writing in order to place students in appropriate instructional programs. Within the assessment completion, the score determines the student's proficiency level and placement.

Student Progress Monitoring

The IEPOC instructors periodically evaluate students' language proficiency and present findings based on assessment results, instructor recommendations, and student work samples.

Program Evaluation

The annual program review is directed by MRU's IEPOC Review Team that conducts an annual self-

study to evaluate the overall effectiveness and make recommendations for improvement. The IEPOC Review Team performs regular reviews to determine if the course of study fulfills the established goals, objectives, and student learning outcomes. The review includes student enrollment, assessment, instructional services, and monitoring student progress. The review of course, practices, and procedures includes consistent planning and establishment of techniques to validate success of the academic and language support services. The course review focusses on individual students' progress and the overall course effectiveness. When a course review shows that students do not prove success after a reasonable period of time in the program, MRU take steps to initiate an intervention/modification plan.

End of Program Student Learning Outcomes

Students completing IEPOC courses will develop English skills in listening, speaking, reading, and writing to achieve personal, vocational, and academic goals.

Upon successful completion of the IEPOC courses, students will:

- **Speaking:** Learners can organize thoughts and converse clearly on a variety of topics using appropriate grammar, word choice, register, fluency and intelligible pronunciation.
- **Listening:** Learners can comprehend conversations and other forms of oral presentations on a variety of subjects using different strategies such as predicting, guessing, inferring, and using contextual clues.
- **Reading:** Learners can read, comprehend, and analyze texts relevant to their field and interest using effective reading and comprehension strategies and content schemata.
- **Writing:** Learners can produce well-developed essays using appropriate coherence, cohesion, mechanics, punctuation, and grammar structures.

Placement

Miami Regional University uses Catalyst Assessment to identify initial placement in IEPOC courses and as a final exam for IEPOC Level 6.

Catalyst Assessment Placement Exam Criteria	ESOL Level
0-155 = A1	Level 1
156-192 = A2	Level 2
193-225 = B1	Level 3
226-264 = B2	Level 4
265-348 = C1	Level 5
349-400 = C1+	Level 6

Applicants who do not demonstrate minimum English proficiency requirements must successfully complete IEPOC courses. Upon successful completion of IEPOC level 6, the student must meet admission requirements for the College and the selected program.

Delivery Mode

This program is offered face-to-face (onsite) and online.

Intensive English for Professionals of Other Countries Degree Plan

Student Learning Outcomes by Course

Student Learning Outcomes Level-1

At the end of this course, the student should be able to:

- Exchange basic information and ask simple questions related to survival needs and simple social interchanges with limited control of basic grammar and vocabulary
- Listen actively to comprehend simple conversations with support of repetitions and slow pace of speech and use appropriate listening strategies
- Use reading strategies that include previewing, predicting reading material in familiar contexts, and with visuals when the vocabulary is controlled
- Produce complete sentences with basic grammar structures and using correct punctuation

Student Learning Outcomes Level-2

At the end of this course, the student should be able to:

- Give a short informal presentation on a biographical topic using present and past tenses
- Engage in most common social interactions to meet basic conversational needs
- Listen actively and comprehend simple conversations of an everyday social nature with a minimum need for repetition, improved pacing, and making use of appropriate listening strategies
- Comprehend simplified reading material using strategies such as previewing, predicting, and inferring new words from familiar contexts
- Write a seven to nine sentence paragraph on familiar topics using simple and compound sentences, as well as adequate grammar, spelling, and punctuation

Student Learning Outcomes ESOL-3

At the end of this course, the student should be able to:

- Write a ten to twelve sentence paragraph using familiar contexts, adequate grammar, compound and complex sentences, adequate spelling, and punctuation
- Engage in social conversations to address others by using a variety of strategies to maintain a dialogue
- Listen for different purposes by distinguishing details from main ideas and be able to make inferences
- Read, comprehend and analyze short general texts using reading strategies and context clues to facilitate understanding

Student Learning Outcomes Level-4

At the end of this course, the student should be able to:

- Exchange information on most common interactions and more abstract topics relevant to their needs or jobs while exhibiting command of a wider array of grammatical structures and vocabulary
- Listen actively to comprehend conversations of a more complex nature without the support of repetition and at a moderate pace of speech

- Use reading strategies that include previewing, predicting reading material in familiar contexts, and with visuals when the vocabulary is controlled
- Write a 3-paragraph essay on general topics of interest with an introduction, body, and conclusion, using a variety of sentence types, connectors, and transitions

Student Learning Outcomes Level-5

At the end of this course, the student should be able to:

- Converse on a variety of topics ranging from common social interactions to more abstract discussions on non-academic matters using appropriate grammar, word choice, register, fluency, and intelligible pronunciation, with any occasional mistakes not hindering overall comprehension of what is being said
- Comprehend conversations and other types of aural input on a variety of subjects using strategies such as predicting, making inferences, guessing the meaning of new words, and using contextual clues
- Read, comprehend, analyze, and evaluate texts of general interest using strategies such as skimming and scanning, inferring meaning through context, distinguishing main points from supporting details, recognizing discourse markers, and using their previous knowledge of the world
- Produce, under the instructor’s guidance, 5-paragraph personal essays with adequate coherence, cohesion, mechanics, punctuation, and using a variety of sentence types and grammar, using process writing

Student Learning Outcomes: ESOL Level 6

At the end of this course, the student should be able to:

- Converse in a variety of topics, from social situations to complex matters, using a wide range of grammatical structures to express ideas fluently, accurately, appropriately and with cultural awareness to effectively communicate in everyday and work settings
- Elaborate, with limited assistance, a 5-paragraph essay with attention to content, spelling, capitalization, punctuation, subject-verb agreement, verb tenses, verb forms, word order, and connecting words and the conventions of the genre
- Comprehend conversations and other forms of oral presentations on a wide variety of topics, using different strategies such as predicting, guessing, and inferring the meaning of new words and using contextual clues
- Read, comprehend, analyze, and evaluate texts relevant to their field and interest using effective reading and comprehension strategies, and content schemata

Level	Tuition
IEPOC 1	\$ 2,709.00
IEPOC 2	
IEPOC 3	
IEPOC 4	\$ 2,709.00
IEPOC 5	
IEPOC 6	

Fees Applied First Term	
ID	\$35.00
USB	\$7.00
Technical Media Fee	\$50.00
BRST-English Evaluation	\$20.00
Learning Resources	\$250.00

CONTINUING EDUCATION

Purpose of the Continuing Education Program

Miami Regional University helps students become future leaders in complex healthcare systems, influence healthcare outcomes for individuals and populations, and grow professionally. The University prepares students for all levels of professional experiences. Students remain active members of the workforce, applying the knowledge and skills acquired in the classroom to their practice environments. Continuing education courses complement students' learning experiences and allow University alumni to continue in their field of study and/or grow professionally in those fields. These courses are not vocational in nature and do not lead to initial employment. These courses are not prerequisites and do not provide credit toward any program offered within the institution.

Mission of Continuing Education Courses

To educate, develop and empower diverse individuals to achieve their career potential and impact their chosen fields both locally and internationally.

Diversity Statement

The faculty and staff of the University are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment, improve professions, and enhance personal creativity and professional growth. Continuing education courses adhere to the University's diversity and inclusion practices and policies.

Admission Requirements

Admission to MRU is open to all applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, or disability. Applicants may obtain the necessary application from the Office of Admissions or online from our website at www.mru.edu. Courses approved by the Florida Board of Nursing may have requirements which can be found at cebroke.com. Some courses may have specific admission requirements and those are listed in the course descriptions below.

Scheduling

Individual courses are scheduled according to market demand, and availability of faculty and facilities. Applicants may obtain information regarding current schedules from the Office of Admissions and Enrollment Services.

Continuing Education Course Offerings and Fees

For information about continuing education courses and fees, please see the current Continuing Education Addendum to the Catalog, which is updated from time to time. Course offerings, tuition, and fees are subject to change. Students should refer to the signed Enrollment Agreement for exact figures.

Refund and Cancellation Policies

Tuition, fees, and instructional charges are non-refundable after the withdrawal deadline for Continuing Education Courses. A student must officially cancel or withdraw from a class no less than 24 hours prior to the class start to receive payment credit. Cancellation must be made in writing no less than 24 hours prior to the course start date. Nonattendance does not constitute a cancellation. All monies paid by the applicant will be refunded if requested no less than 24 hours prior to the course start date. No refunds or waivers will be granted for drops less than 24 hours before the course start date unless the class is cancelled by the University. There is no prorated refund schedule. Dropping classes is the student's responsibility. Refunds will be made within 30 days of the date that the University determines the student has withdrawn. Students will receive a refund in the form of original payment, excluding cash. If payment was made by credit card, the refund will be credited back to the credit card used. If payment was made by cash or check, the refund check will be mailed to the student's address on record. Students must ensure that their correct mailing address is on file with the Office of the Registrar. Students should contact the Registrar to update student records. Refunds cannot be carried forward for credit to the next class registration. Refunds are processed after all fees or obligations owed to the University are met. The University reserves the right to cancel or reschedule any courses with insufficient enrollment. If tuition and fees are collected in advance of the start date for a course and the class is cancelled due to insufficient enrollment, any payments made by the prospective student who has not withdrawn will be refunded within 30 calendar days of the date of cancellation. Additional details regarding refund and cancellation policies may be found in the course Enrollment Agreement.

Application Process

Individuals interested in enrolling in continuing education courses must complete the following:

1. Complete and sign an enrollment agreement
2. Pay all required fees

Credential Issued

Non-Credit Certificates of Completion

Student Services

Student services for continuing education attendees are limited to admissions and enrollment services, the bursar, the library, parking, and campus security. Students enrolled exclusively in continuing education courses do not receive career services, Well Connect, advising, or other services specific to the University's degree or certificate programs. Continuing education students should direct any issues or complaints to the Office of Academic Affairs.

SCHOOL OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

Goals of Graduate Business Education

MRU is committed to providing a high-quality graduate education to all students without regard to race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The goals of graduate education are:

1. To provide effective educational experiences leading to marketable graduates in their area of expertise
2. To maintain a unique environment conducive to developing leading thinkers.
3. To develop excellence in leadership, scholarship and practice
4. To promote the acquisition of competencies that lead to the development of leaders in their field.
5. To provide opportunities for professional growth and development.
6. To develop skills that allow the graduates to conduct research, integrating theory and practice in an interprofessional environment.

Program Description

16 Months – 36 semester credits (Full-Time Option)

The Master of Business Administration (MBA) is designed to strengthen students for positions of leadership, develop life-long career management skills and develop the financial competency required to make effective business decisions. Graduates possess the skills and knowledge to be confident and successful business leaders who are sought out for their integrity, decision-making skills and ability to work effectively with others. It is an intensive graduate degree program designed to instruct students in the theories and practices of the modern, fast-paced business world. The MBA program aims to improve the understanding and knowledge of what drives a business through core concepts in accounting, economics, finance, marketing, management, operations, and strategy.

End of Program Student Learning Outcomes

At completion of the program, the graduate will possess the knowledge and skill to:

1. Manage in a competitive and a changing business environment by integrating managerial competencies and strategic skills.
2. Demonstrate leadership and team building skills critical to managing change and operational effectiveness.
3. Use ethical practices and apply legal and social responsibilities in the decision-making process.
4. Demonstrate the principles and processes of effective written and oral communications through research papers and presentations.
5. Impact management effectiveness through cultural sensitivity and awareness.
6. Enhance business decisions by critically evaluating an organization's financial position and apply selected methods of quantitative and qualitative analysis.
7. Generate creative solutions through the application of analytical models.

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing consideration for admission to the Master of Business Administration program must:

1. Conferred Bachelor's Degree from an accredited institution
2. Proof of Graduation: University transcript of coursework from Bachelor's Degree from an institution accredited by agencies recognized by the United States Department of Education

Credential Issued

Master of Business Administration

Delivery Mode

This program is offered face-to-face (onsite) and online.

Transfer Credits

No more than 9 credits can be transferred from another institution.

A Master of Business Administration will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 3.0
2. Student is current with financial obligations to the University
3. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
4. Student has completed Exit Interview with the Office of Financial Aid
5. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Students must adhere to all University policies and requirements including those involving the required use of electronic devices.

Master of Business Administration Degree Plan

MASTER OF BUSINESS ADMINISTRATION			
	Semester I	Credits	Hours
MAN5100	Leadership and Organizational Behavior	3	45
MAN5200	Human Resources Management	3	45
BUL5300	Business Law	3	45
Semester I Total		9	135
	Semester II		
MAN5300	Information and Technology Management	3	45
ACG5500	Managerial Accounting	3	45
MKT5300	Marketing Management	3	45
Semester II Total		9	135
	Semester III		
FIN6100	Finance Management	3	45
ECO6060	Managerial Economics	3	45
MAN5400	Operations and Project Management	3	45
Semester III Total		9	135
	Semester IV		
MAN6200	International Strategic Management	3	45
QMB6300	Business Research & Statistical Application	3	45
MAN6400	Capstone: Business Strategies	3	45
Semester IV Total		9	135
PROGRAM TOTALS		36	540

Program	Description	Other Costs Estimated	Explanation
MBA	Foreign Transcript Evaluation	Variable	Foreign Transcript Evaluation
MBA	Registration Fee	\$100.00	Registration Fee
MBA	Application Fee	\$100.00	Application Fee
MBA	Bring Your Own Device (BOD) App	\$99.00	Tablet Configuration
MBA	Copies of academic records ---cost per page	\$1.00	Copies of academic records
MBA	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
MBA	Credit through standardized examination (Test Out) cost per exam	\$100.00	Test Out
MBA	Book Fee	Variable	For individual Book Fees see Appendix
MBA	Graduation Fee	\$150.00	Graduation Fee
MBA	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
MBA	Student Badge ID	\$50.00	Student ID
MBA	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
MBA	Student Services, Technology and Media Fee (Per Semester)	\$120.00	Cost for use of internet, WiFi, Online library periodicals, etc.
MBA	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
MBA	Tuition Cost per Credit	\$431.00	Tuition Cost per Credit

SCHOOL OF EDUCATION

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION

Goals of Graduate Education

MRU is committed to providing a high-quality graduate education to all students without regard to race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The goals of graduate education are to add competent prepared leaders to the educational community and have students actively engage in school improvement at the work locations, whether virtual or in person, in which they work. This allows the program to serve the broader need of school improvement not just when the student is hired as a leader but while they are studying to be leaders as well.

Program Description

12 Months – 36 semester credits (Full-Time Option)

The Master of Education in Educational Administration program will prepare students to face the challenging, competitive and dynamic academic world in any career that requires the understanding of academic concepts and processes. Graduates will learn how to become a competent academic leader in a variety of academic settings with a broad understanding of academic finance, professional development, human resource management, organizational behavior and change, curriculum design and evaluation, and legal issues in education. Through advanced-level knowledge, graduates will become an effective academic leader and learn how to solve problems in the evolving academic environment. Graduates of the Educational Administration program will possess the knowledge, skills, and attitudes which will provide a competitive edge over graduates of baccalaureate education programs; and therefore, provide opportunity for career advancement beyond the capacity of the baccalaureate prepared graduate.

End of Program Student Learning Outcomes

At completion of the program, the graduate will possess the knowledge and skill to:

1. Demonstrate that student learning is the top priority through leadership actions that build and support a learning organization focused on student success and by achieving results on the school's student learning goals. (Florida Principal Leadership Standards, (FPLS) Domain 1 Standard 1, Domain 1 Standard 2)
2. Work collaboratively to develop and implement an instructional framework that aligns curriculum and state standards, effective instructional practices, student learning needs and assessments by structuring and monitoring a school learning environment that improves learning for diverse student population. (FPLS Domain 2 Standard 3, Domain 2 Standard 5)
3. Recruit, retain and develop an effective and diverse faculty and staff by cultivating, supporting, and developing other leaders within the organization. (FPLS Domain 2 Standard 4, Domain 3 Standard 7)
4. Employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data. (FPLS Domain 3 Standard 6)
5. Manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment. (FPLS Domain 3 Standard 8)
6. Practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community. (FPLS Domain 3

Standard 9)

7. Demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. (FPLS Domain 4 Standard 10)

Admission Requirements

In addition to the general admission requirements and procedures, applicants wishing consideration for admission to the Master of Education program must:

1. Conferred Bachelor's Degree from an accredited institution
2. Proof of Graduation: College transcript of coursework from Bachelor's Degree from an institution accredited by agencies recognized by the United States Department of Education

Credential Issued

Master of Education in Educational Administration

Delivery Mode

This program is offered face-to-face (onsite) and online.

Transfer Credits

No more than 9 credits can be transferred from another institution.

A Master of Education in Educational Administration will be issued to each student who successfully completes the program requirements and satisfies graduation requirements:

1. Student has a minimum cumulative GPA of 3.0
2. Student is current with financial obligations to the University
3. Student has met with the Office of Career Services for assistance with job placement or provides documentation of employment
4. Student has completed Exit Interview with the Office of Financial Aid
5. Student has completed the Graduation Clearance form and submitted it to the Office of the Registrar at least 60 days before the last day of class

Students must adhere to all University policies and requirements including those involving the required use of electronic devices.

Master of Education in Educational Administration Degree Plan

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION			
	Semester I	Credits	Hours
EDU5030	Practicum I	3	135
EDU6080	Improving Instructional Performance	3	45
EDU6090	Developing and Empowering Educational Leaders	3	45
EDU5060	Developing Professional Capacity	3	45
Semester I Total		12	270
	Semester II		
EDU5040	Academic Culture	3	45
EDU5070	Practicum II	3	135
EDU5050	Continuous Improvement	3	45
EDU6100	Strategic Leadership and Human Resource Management	3	45
Semester II Total		12	270
	Semester III		
EDU5000	Educational Administration	3	45
EDU5020	Educational Finance	3	45
EDU5010	Educational Law	3	45
EDU6110	Practicum III	3	135
Semester III Total		12	270
PROGRAM TOTALS		36	810

Program	Description	Other Costs Estimated	Explanation
MED	Foreign Transcript Evaluation	Variable	Foreign Transcript Evaluation
MED	Registration Fee	\$100.00	Registration Fee
MED	Application Fee	\$100.00	Application Fee
MED	Bring Your Own Device (BOD) App	\$99.00	Tablet Configuration
MED	Background Check Level I	\$100.00	Includes NW Sex Offender Registry, NW Healthcare Fraud & Abuse Scan, Social Security Alert, and Residency History.
MED	Copies of academic records --- cost per page	\$1.00	Copies of academic records
MED	Course Make Up Exam and Proctor Fee	\$40.00	Cost to make up a missed exam
MED	Credit through standardized examination (Test Out) cost per exam	\$100.00	Test Out
MED	Book Fee	Variable	For individual Book Fees see Appendix
MED	Graduation Fee	\$150.00	Graduation Fee
MED	Parking Fee (Per Term)	\$25.00	Cost to park in MRU parking
MED	Student Badge ID	\$50.00	Student ID
MED	Student Badge ID Replacement Fee	\$25.00	Replacement of lost or stolen ID
MED	Student Services, Technology and Media Fee (Per Semester)	\$120.00	Cost for use of internet, WiFi, Online library periodicals, etc.
MED	Transfer Credit Evaluation	\$120.00	Cost to Evaluate transcripts for Transfer Credits
MED	Tuition Cost per Credit	\$431.00	Tuition Cost per Credit

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
ENC	1	1	0	1	
English	Lower (Freshman)	Freshman	Freshman	Freshman	No laboratory
Composition	Level at this institution	Composition	Composition Skills	Composition Skills	Component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC1101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community University. The same course is offered at a state University as ENC 2101. A student who has successfully completed ENC 1101 at a Florida University System institution is guaranteed to receive transfer credit for ENC 2101 at the state University if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0- quarter hours often transfer as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines, or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non-Regionally Accredited Institutions.” This report contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Associate Vice President of Campus Effectiveness and Compliance at Miami Regional University Main campus, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

COURSE DESCRIPTIONS

Course Numbering System

Courses numbered in the 1000s and 2000s are lower-division courses designed primarily for first- and second- year students. Courses numbered in the 3000s and 4000s are upper-division courses designed for third- and fourth- year students. Courses numbered in the 5000s and 6000s are graduate level courses.

The University's subject areas are:

ACG	Accounting
BIO/BSC	Biological Sciences
BUL	Business Law
DEP	Developmental Psychology
ECO	Economics
EDU	Education
ENC	English Composition
ENG	English
ESL	College-Prep English for Non-Native Speakers
HUM	Humanities
HUN	Human Nutrition
MAC	Mathematics – Calculus and Precalculus
MAN	Management
MAT	Mathematics
MCB	Microbiology
MKT	Marketing
MSN	Nursing (Graduate)
NUR	Nursing (Undergraduate)
PSY	Psychology
QMB	Quantitative Methods in Business

BIOLOGICAL SCIENCES

BSC1085 Human Anatomy and Physiology I

3 Semester Credits

In this course, students will learn about the structure including homeostasis, and cellular and tissue structure. Students will also explore the integumentary and functions of the systems of the human body. This course emphasizes the organization of the human body, skeletal, muscular, digestive and respiratory systems. *Prerequisites: None. Co-requisites: BSC1085L.*

BSC1085L Human Anatomy and Physiology I Lab

1 Semester Credit

In this course, students will apply structure and functions of the systems of the human body, emphasizing organization of the human body, cellular structure, and tissues of the human body. Students will also explore the integumentary, skeletal, muscular, digestive and respiratory systems in a laboratory setting. *Prerequisites: None. Co-requisites: BSC1085.*

BSC1086 Human Anatomy and Physiology II

3 Semester Credits

In this course, students will learn about structure and functions of the endocrine system, nervous system, cardiovascular system, lymphatic system, and female and male reproductive systems in a laboratory setting. *Prerequisites: BSC1085, BSC1085L. Co-requisites: BSC1086L.*

BSC1086L Human Anatomy and Physiology II Lab

1 Semester Credit

In this course, students will apply structure and functions of the endocrine system, nervous system,

cardiovascular system, lymphatic system, and female and male reproductive systems in a laboratory setting. *Prerequisites: BSC1085, BSC1085L. Co-requisites: BSC1086.*

DEVELOPMENTAL PSYCHOLOGY

DEP1000 Growth and Development

3 Semester Credits

This course provides students with a lifespan perspective of human development, including physical, cognitive, and psychosocial changes. The stages of human development are discussed, and factors influencing development are examined. This course also explores death, dying, and bereavement, in addition to some of the controversial issues surrounding the last stage of life. *Prerequisites: None.*

ENGLISH COMPOSITION

ENC1101 English Composition I

3 Semester Credits

This course provides step-by-step instructions of how to compose an essay properly. In-depth explanations of the processes of prewriting, outlining, researching, analyzing texts, drafting, citing using APA and MLA styles, revising, and editing are provided. *Prerequisites: None.*

ENC1102 English Composition II

3 Semester Credits

English Composition II further develops the thinking and writing skills students learned in English Composition I. Students will read and interpret arguments and then compose their thoughts into critical, argumentative essays. As part of this process, students will recognize rhetoric's role in writing as they craft persuasive discourse. In doing so, they will learn methods of questioning, analyzing, and evaluating their own beliefs as well as the perceptions and perspectives of others. *Prerequisite: ENC1101.*

ENC2201 Report Writing and Research Methods

3 Semester Credits

This course combines research, reasoning, documentation, grammar, and style to write cohesively and provide clear and accurate information for the interpretation of topics and ideas. In addition, this course will emphasize the need to assess sources carefully to ensure the writing provides accurate and reliable information to the intended audience. *Prerequisites: ENC1101 and ENC1102.*

ECONOMICS

ECO6060 Managerial Economics

3 Semester Credits

This course applies economic concepts to make management decisions. The use of tools and techniques of economic analysis will be implemented for effective decision making. Topics include supply and demand, profit maximization, market structure, macroeconomic measurement, and pricing practice. *Prerequisites: None.*

EDUCATION

EDU5000 Educational Administration

3 Semester Credits

This course begins by acquainting students with major leadership styles, philosophies and the characteristic leadership behaviors will be a fundamental focus while students begin to understand and develop their own leadership style and philosophy. *Prerequisites: None.*

EDU5010 Educational Law

3 Semester Credits

This course presents the laws and policies governing and relating to traditional, charter, and higher education in the United States. Through case studies, a broad range of topics will be examined including, due process, discipline, freedom of speech, organizational safety, discrimination, religion in academic institutions, and rights of students with disabilities. These and other topics will be framed in context to inform the future academic leaders' role in improving outcomes for all students. *Prerequisites: None.*

EDU5020 Educational Finance

3 Semester Credits

This course examines traditional, charter, and higher education finance with a fundamental focus on issues and practices that directly affect the operation of the education agency. Academic organization finance topics related to education at the federal, state, and local levels will be examined. Students will explore academic organization budget and accounting principles, fiscal responsibility, resource allocation, basic administrative theories, processes, and techniques, as well as discuss the major challenges facing them in the daily operation of academic organizations. *Prerequisites: None.*

EDU5030 Practicum I

3 Semester Credits

The practicum experience and course content bridge program knowledge, skills, and competencies with a focus on observing, participating, and leading. Students will apply leadership skills in a practicum designed to facilitate the student's ultimate success in improving organizational outcomes. *Prerequisites: None.*

EDU5040 Academic Culture

3 Semester Credits

This course emphasizes the critical role of the leader in creating and sustaining a positive academic culture and shared vision. Given diverse settings, contexts and leadership situations, students will explore how various leadership styles, philosophies and behaviors can promote or hinder the development of a quality learning culture and positive workplace conditions. Additionally, students will examine supervisory processes and strategies by which educational leaders can empower teacher self-efficacy and promote instructional improvement that enriches the outcomes for all learners. *Prerequisites: None.*

EDU5050 Continuous Improvement

3 Semester Credits

This course prepares students to become effective instructional leaders in the evaluation of organization-wide curricular programs to promote continuous improvement. Students will explore processes in planning, implementation, and evaluation of programs and curriculum, while ensuring that curricular design, instructional strategies, and learning environments integrate appropriate technologies that maximize learning and teaching. Data-driven analysis is emphasized throughout. *Prerequisites: None.*

EDU5060 Developing Professional Capacity

3 Semester Credits

This course prepares students to become effective building-level instructional leaders in the development of professional capacity. Students will investigate various organizational professional

development program practices including professional learning communities, collaborative learning communities, beginning teacher induction, and mentor program models. Additionally, students will analyze theoretical models, research, and best practices for improving teaching as well as learning outcomes for all learners, with a strong emphasis on data-driven, learner-centered decision-making. *Prerequisites: None.*

EDU5070 Practicum II

3 Semester Credits

The practicum experience and course content bridge program knowledge, skills, and competencies with a focus on observing, participating, and leading. Students will apply building-level leadership skills in a clinical practice designed to facilitate the student's ultimate success in improving the outcomes for all learners as an academic organization leader. The practicum promotes the authentic learning application of competence needed to ensure effective academic leadership. *Prerequisites: None.*

EDU6080 Improving Instructional Performance

3 Semester Credits

This course prepares students to become effective instructional leaders who can enrich teaching and learning experiences and outcomes through leadership practices that improve teacher performance, self-efficacy, and morale. Course topics promote the learning of strategies including coaching; collaborative learning and decision-making; creating a safe and supportive professional learning culture; and reflective practice. Students will examine current policy and practice in the areas of teacher observation, evaluation, and teacher performance ratings. *Prerequisites: None.*

EDU6090 Developing and Empowering Educational Leaders

3 Semester Credits

This course prepares students to employ leadership and mentoring strategies that promote the development of quality teachers into effective instructional leaders. Course topics promote the learning of distributed leadership practices and identifying and empowering instructional leaders within a faculty. Students will be prepared to foster an understanding of leading the evaluation of assessment data, components of peer observation, and strategies to provide feedback to teachers relevant to instructional planning and delivery. *Prerequisites: None.*

EDU6100 Strategic Leadership and Human Resource Management

3 Semester Credits

This course will explore critical issues facing academic leaders, including the challenge of attracting and retaining a quality work force, managing and allocating resources, innovative instructional leadership, creating community partnerships, and meeting the myriad of district, state and federal policies and laws. This analysis will inform the students understanding of the important implications of managing school resources to meet operational needs and improve outcomes for all learners. *Prerequisites: None.*

EDU6110 Practicum III

3 Semester Credits

The practicum experience and course content bridge program knowledge, skills, and competencies with a focus on observing, participating, and leading. Students will apply leadership skills in a clinical practice designed to facilitate the student's ultimate success in improving the outcomes for all learners as an academic leader. *Prerequisites: EDU5000, EDU5020, EDU5030, EDU5040, EDU5050, EDU5060, EDU5070, EDU6000, EDU6080, EDU6090.*

INTENSIVE ENGLISH FOR PROFESSIONALS OF OTHER COUNTRIES (IEPOC)

ESL001 – IEPOC 1

7 Semester Credits

This is an introductory course designed to assist speakers of other languages in developing the ability to understand and to express themselves correctly in simple everyday situations using the English Language. The course provides a fast-paced introduction to English with an emphasis on speaking, pronunciation, and listening skills. New grammar and vocabulary will be presented in the context of relevant themes and topics. The course also assists students in developing basic grammar, spelling, and sentence building skills. *Prerequisites: None.*

ESL002 – IEPOC 2

7 Semester Credits

This course is a continuation of ESL001 and is designed to assist speakers of other languages in developing the ability to understand and express themselves correctly in simple everyday situations using the English Language. Students will continue to build on their English skills with an emphasis on speaking, pronunciation, and listening. Additional grammar and vocabulary will be presented in the context of relevant themes and topics. The course continues to assist students in developing basic grammar, spelling, and sentence building skills. *Prerequisites: ESL001 or a minimum score of 82 on Catalyst Assessment.*

ESL003 – IEPOC 3

7 Semester Credits

This course covers English at a low-intermediate level. Students will continue to work on their oral communication skills, and emphasis will be placed on reading and writing. Upon completion of the course, students will be able to have more complex conversations about themselves, their relationships, and the world. *Prerequisites: ESL002 or a minimum score of 123 on Catalyst Assessment.*

ESL004 – IEPOC 4

7 Semester Credits

This course teaches English at an intermediate level. An increased emphasis will be placed on writing. Students will learn the basics of academic and business written correspondence. Upon completion of the course, students will be able to communicate effectively with native English speakers about their personal backgrounds, opinions, and ideas. *Prerequisites: ESL003 or minimum score of 174 on Catalyst Assessment.*

ESL005 – IEPOC 5

7 Semester Credits

This course teaches English at a high-intermediate level. In this course, students will review topics about their personal backgrounds, opinions and ideas, and will continue to increase their focus on business and academic English. At the end of the course they will be able to write different kinds of letters and essays. *Prerequisites: ESL004 or a minimum score of 204 on Catalyst Assessment.*

ESL006 – IEPOC 6

7 Semester Credits

This course teaches English at a high-intermediate level and reviews advanced topics for professionals in both academic and business environments. In this course, students will review topics about their personal backgrounds, opinions and ideas, and be able to hold conversations with native speakers of

English. The course will also help students develop the required abilities to describe, evaluate, interpret, speculate, support personal opinions and report what other people say. At the end of the course they will be able to write different kinds of letters, essays, and reports. Students will also gain experience with presentation and public speaking. *Prerequisites: ESL005 or a minimum score of 244 on Catalyst Assessment.*

FINANCE

FIN6100 Finance Management

3 Semester Credits

This course covers practical approaches to analysis and decision making in the administration of corporate funds, including capital budgeting, working capital management, and cost of capital. Topics include financial planning, management of working capital and analysis of investment opportunities. It will improve your ability to interpret financial statements and manage corporate finances. *Prerequisites: None.*

HUMANITIES

HUM2490 Humanities Survey: Critical Thinking of Great Masterpieces

3 Semester Credits

This course is a survey of creative forms, practices, and expressions of societies through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts. The course is designed to increase students' understanding and critical appreciation of the creative art through an interdisciplinary approach to Humanities. *Prerequisites: None.*

HUMAN NUTRITION

HUN2210 Nutrition

3 Semester Credits

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information, including food labels, advertising, and nationally established guidelines, are addressed. *Prerequisites: None.*

MATHEMATICS

MAC1105 College Algebra

3 Semester Credits

This course is designed to familiarize students with the concepts of algebra and algebraic operations. Topics include linear equations and inequalities, exponents, logarithms, radicals, rational expressions, quadratic equations, graphs and graph analysis. Matrices, sequences, series, and applications of these topics are also examined. *Prerequisites: None.*

MAC2205 Application of Statistical Methods

3 Semester Credits

This course introduces the student to the concepts of statistical design and data analysis with emphasis on introductory descriptive and inferential statistics. Topics include data organization and analysis, probability, discrete and continuous probability distributions, confidence intervals, hypothesis testing, correlation and simple linear regression. *Prerequisites: None.*

MANAGEMENT

MAN5100 Leadership and Organizational Behavior

3 Semester Credits

This course covers principles of effective management and leadership that maximize organizational performance. Organizational Behavior involves understanding what people think and do in a workplace environment. There are internal and external factors that affect the individuals and/or groups within an organization. The objective of the course is to understand the workplace environment as a good fit for society, how to achieve the organization's goals, and how to foster a successful and competitive culture. Course concepts have applications to other types of organizations, including non-profits, athletic teams, social clubs, and religious and political groups. This course is an introduction to the basic concepts and topics in organizational behavior (OB) and management. The course focuses on OB at three levels: individual, interpersonal, and collective. *Prerequisites: None.*

MAN5200 Human Resource Management

3 Semester Credits

This course prepares you for the communication challenges in organizations. Topics examined include theories and strategies of communication, persuasion, conflict management and ethics that enhance communication to various audiences. It will improve the ability to apply managerial context through communication strategy and will help not only appreciate the power of personal and organizational narratives but also deliver successful written documents and oral presentations. *Prerequisites: None.*

MAN5300 Information and Technology Management

3 Semester Credits

This course balances theory with applications through case studies and projects that emphasize the effectiveness of organizational information systems in achieving the objectives for which the systems are designed. Factors such as the organizational structure, artificial intelligence, ethical hacking and information requirements are studied within the context of ethical, economic, and socio-technical factors that affect the design of systems and the processes of converting data to information, information to knowledge, and knowledge to intelligence. *Prerequisites: None.*

MAN5400 Operations and Project Management

3 Semester Credits

This course delineates the managerial process of project management concepts from the standpoint of the manager who must initiate, organize, plan, implement, control and execute projects to achieve schedule, budget and performance objectives. Students will learn to analyze and improve business processes, apply knowledge to increase productivity and deliver higher quality standards. Various elements critical to achieving optimal performance are examined. Topics include supply chain management, process selection, process design, theory constraints, project implementation, capacity planning, lean production, facility location, inventory management, and forecasting. *Prerequisites: None.*

MAN6200 International Strategic Management

3 Semester Credits

This course provides graduate students with a context to understanding the structure and dynamics of international management in relation to business growth, performance and results. It provides graduate students with a detailed understanding, and practical skills to develop international management plans and initiatives in a globalized business environment. *Prerequisites: None.*

MAN6400 Capstone: Business Strategies

3 Semester Credits

The Capstone Field Project provides students with the opportunity to complete their academic curriculum through the real-life business application of best practices learned through the courses taken in the MBA program. The main objective of the Capstone Field Project is to strengthen the students' capacities to explore, conceptualize, analyze, explicate, interpret, and provide suggested solutions to companies and organizations facing critical business challenges. In addition, the Capstone Field Project requires writing a detailed set of recommendations addressing business challenges where students demonstrate their knowledge and competencies gained through their course of study in specific areas such as: finance, accounting, marketing, international management, and operations.

MARKETING

MKT5300 Marketing Management

3 Semester Credits

This course addresses principles and methods of developing and implementing the best combination of marketing efforts to carry out a firm's strategy in its target markets. Specifically, this course seeks to develop students' understanding of how the firm can benefit by creating and delivering value to its customers, and stakeholders. The course will apply concepts and tools of marketing so students will gain a working knowledge of marketing management by learning to think analytically, critically, and strategically. *Prerequisites: None.*

ACG5500 Managerial Accounting

3 Semester Credits

This course provides accounting concepts and skills to assess and manage a business. Topics include the accounting cycle, financial statements, taxes, and budgeting of a business. The ability to understand reports and use accounting information to plan and make sound business decisions through budgeting tools for planning and control purposes, including analyzing cash flows to ensure adequacy of funds. This course will also focus on how to analyze financial statements to evaluate a company's performance and make recommendations. *Prerequisites: None.*

BUL5300 Business Law

3 Semester Credits

This course prepares students to identify legal issues and assess risks associated with business activities. Students will apply business and legal knowledge to devise solutions and manage an organization's legal exposure. Topics include the legal system, torts, contracts, dispute resolution, enterprise liability, product liability, international law, business risks, intellectual property, and legal forms of business, securities regulation and corporate governance. *Prerequisites: None.*

ECO6060 Managerial Economics

3 Semester Credits

This course applies economic concepts to make management decisions. The use of tools and techniques of economic analysis will be implemented for effective decision making. Topics include supply and demand, profit maximization, market structure, macroeconomic measurement, and pricing practice. *Prerequisites: None.*

MICROBIOLOGY

MCB2010 Microbiology

3 Semester Credits

This course stresses the structure, nutrition, growth, control, metabolism and introductory genetics of bacteria. An introduction to fungi, parasites and viruses is included. *Prerequisites: None. Co-requisites: MCB2010L.*

MCB2010L Microbiology Laboratory

1 Semester Credit

This course applies the concepts of structure, nutrition, growth, control, metabolism and introductory genetics of bacteria. An introduction to fungi, parasites and viruses is included. Laboratory experience in techniques and primary isolation will be provided. *Prerequisites: None. Co-requisites: MCB2010.*

NURSING (Graduate)

MSN5150 Advanced Pathophysiology

3 Semester Credits

This course focuses on developing an advanced knowledge base of pathophysiology across the lifespan. Principles of biochemistry, molecular biology and nutrition are applied to disease processes. *Prerequisites: for MSN-FNP Program: None. Prerequisites for MSN-DE Program: MSN5300, MSN5320, MSN5500.*

MSN5200 Advanced Health Assessment

3 Semester Credits

This course provides the advanced-practice nurse with the tools to perform a comprehensive health assessment on clients across the lifespan. The course focuses on theoretical and clinical knowledge required to complete an advanced health assessment across the lifespan. Emphasis is placed on health promotion, disease prevention, and risk assessment. *Prerequisites for MSN-FNP Program: None. Prerequisites for MSN-DE Program: MSN5300, MSN5320, MSN5500.*

MSN5270 Advanced Theoretical Perspectives of Nursing

3 Semester Credits

This course explores theories related to nursing, health care and learning. Students will have the opportunity to analyze and critique various theories and apply to Advanced Practice Nursing. Students will demonstrate how theory is applied to research and practice. A minimum grade of B is required to pass this course. *Prerequisites for MSN-FNP Program: None. Prerequisites for MSN-DE Program: MSN5300, MSN5320, MSN5500.*

MSN5300 Advanced Nursing Inquiry and Evidence Based Practice

3 Semester Credits

This course examines the progression from nursing inquiry to nursing practice under the framework of nursing theory. Students will examine the historical foundations of nursing theory and the impact of these models on nursing research. Student will examine the role of nursing research in advanced nursing practice and evaluate models used to guide evidence-based practices. The course focuses on the assessment of relevant quantitative and qualitative research and examines how this data is applied in the development of change initiatives in the healthcare delivery system. *Prerequisites for MSN-DE Program: None. Prerequisites for MSN-FNP Program: MSN5150, MSN5200, MSN5350.*

MSN5320 Foundations of Nursing Care Across the Lifespan

8 Semester Credits

This course introduces the graduate student to the knowledge, skills and attitudes necessary for the assessment and basic care of clients across the lifespan using the nursing process with sensitivity to culture and spirituality in a caring environment. Students will be expected to plan care consistent with evidence-based standards within the client needs categories; Basic Care and Comfort, Reduction of Risk Potential, Health Promotion and Maintenance, Safety and Infection Control, Management of Care and Psychosocial and Physiological Integrity. Students will learn the concepts of client teaching/learning. Therapeutic communication, interprofessional collaboration, and legal documentation will be discussed. Professional Issues, Community Health, Quality and Process Improvement, and Geriatrics will also be reviewed throughout this course. In addition, students will begin competency development associated with Quality and Safety Education for Nurses (QSEN).

Prerequisites: None.

MSN5350 Advanced Pharmacology

3 Semester Credits

This course is designed to expand the student's knowledge of pharmaco-therapeutics and pharmacokinetics to broad categories of pharmacologic agents. Focus will be on pharmaco-therapeutic modalities utilized by advanced practice nurses. *Prerequisites for the MSN-DE Program: MSN5150, MSN5200, MSN5250. Prerequisites for the MSN-FNP Program: None.*

MSN5400 Healthcare Policy and Delivery Systems

3 Semester Credits

This course focuses on the formation of health care policy and the role of policy in healthcare delivery. Students will assess the role of stakeholders in the development of policy and explore the impact of economic, political, legal and ethical issues on healthcare reform. This course also examines the organization of health care delivery systems and the role of the advanced nurse in driving reforms to policy. *Prerequisites for the MSN-DE Program: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5500. Prerequisites for the MSN-FNP Program: MSN5150, MSN5200, MSN5350.*

MSN5410 Advanced Medical-Surgical Nursing

8 Semester Credits

This course prepares the graduate student to apply the knowledge, skills and attitudes for the care of adult and geriatric clients with Respiratory, Cardiovascular, Neurological, Musculoskeletal, Renal, Urinary, Reproductive, Gastrointestinal/Hepatic, Endocrine, Immune/Hematology, and Oncology emergent, traumatic and critical care illnesses or injuries. Utilizing interprofessional collaboration, students will demonstrate successful analysis and implementation of nursing care through the use of the nursing process with sensitivity to culture and spirituality in a caring environment to individuals and populations. Students will apply teaching and learning principals throughout the care of the client as well as effectively use information technology and evidence-based practice. Nursing actions will be framed around the client needs of Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial and physiological integrity. Students will demonstrate competencies as defined by the Quality and Safety Education for Nurses (QSEN) while maintaining open and professional communication as well as documenting ethically and accurately. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5500.*

MSN5420 Mental Health Nursing

4 Semester Credits

This course covers clinical applications of psychiatric mental health care concepts related to clients with substance-related and addictive disorders, abuse and intrapersonal violence, eating disorders, anxiety, depression, bipolar disorders, schizophrenia and other psychotic disorders, therapeutic communication, and management of nursing care and psychotropic drug responses. In addition, this course addresses the application of the nursing process for clients or groups of clients in community health nursing settings, and primary, secondary, and tertiary prevention. Students will participate in skills and virtual laboratory experiences as well as clinical externship. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5500.*

MSN5430 Pediatrics and Obstetrics Nursing

5 Semester Credits

This course introduces perinatal care of mothers, infants, and families. Nursing assessment, analysis, planning, interventions, and evaluation are applied to clients with normal and high-risk states for mother and baby in the antepartum, intrapartum, newborn, and postpartum care. Nutrition, diagnostic testing, pharmaco-therapeutics, and client teaching are included throughout each clinical specialty area. Additionally, this course will address care of the infant, toddler, preschool, school-aged child, and adolescent. Item topics include family dynamics, normal growth and development, child health promotion, immunizations, nutrition, client family teaching, home and hospital and perioperative care. Items also encompass nursing care planning and management of care of childhood and adolescent disease, injury, or situation. Students will participate in virtual laboratory experiences as well as clinical externships. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5500.*

MSN5500 Nursing Informatics

3 Semester Credits

This course provides an introduction and overview of nursing informatics. Students will explore the theories and frameworks that guide the field of nursing informatics. The course focuses on the lifecycle of various information systems and the role of the nurse in the development and application of informatics to improve health care outcomes. Further attention is given to ethical and legal considerations in the gathering and application of patient data and information. *Prerequisites: None.*

MSN5550 Health Promotion: Prevention of Disease

3 Semester Credits

This course introduces the student to current issues, theories and evidence-based practice research in health promotion and disease prevention related to the pediatric, adult and geriatric populations. The role of the advanced practice nurse in risk assessment, education and screening will be highlighted, as well as teaching the student to think broadly about health promotion to reduce the number of inpatient visits amongst the sick population. This course will use case studies, lecture and open discussion to accomplish a clear understanding of the importance of disease prevention and health promotion. *Prerequisite for MSN-DE Program: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5430, MSN5500, MSN5650, MSN5950. Prerequisite for MSN-FNP Program: MSN5150, MSN5200.*

MSN5600 Diagnosis, Symptom and Illness Management

3 Semester Credits

This course prepares the student to identify common symptoms for the diagnosis and management of common health issues. The criteria for diagnosis, including diagnostic studies, will be discussed. This course will place an emphasis on health promotion, disease prevention, and health screenings across the lifespan, and providing culturally competent care. Professional, ethical, and legal issues are addressed. *Prerequisites for MSN-FNP: MSN5150, MSN5200, MSN5350.*

MSN5650 Nursing Decision Making

3 Semester Credits

This course emphasizes the value of various theoretical frameworks for decision making in complex healthcare settings. Students will examine decision making models and processes, ethical and leadership contexts, and explore the impact these models have on healthcare outcomes. Further focus is given to systems thinking and bioethical considerations. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5500.*

MSN5700 Advanced Practice in Primary Care

6 Semester Credits

This first course is broken into three sections as it examines the range of acute and chronic conditions experienced by clients in the primary care setting, which are within the scope of practice of the family nurse practitioner. Students will develop a consistent approach to screening, assessment, utilization of diagnostic procedures, diagnosis, symptom management, disease treatment, and health promotion activities. In this course, the student will analyze and provide in depth care to adult and geriatric populations in a community, clinical or primary clinic/practice settings. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5350, MSN5400, MSN5550.*

MSN5950 Role of the Nurse Leader and Leadership Quality Initiatives

3 Semester Credits

This course focuses on the multifaceted role of the nurse leader in healthcare organizations. The course examines strategies that enhance nurse leadership and promote the advancement of the nursing profession. Students will analyze leadership, change, and organizational theories as they apply to complex healthcare systems. Students will explore strategies for leading and sustaining change and examine the impact of ethical and legal issues on the role of the nurse leader. Students will examine the most current information on quality issues, tools, and strategies and learn to develop quality measurement approach that includes data collection planning, data analysis, and statistical process control methods. Focus on creating a healthcare culture that fosters quality in healthcare delivery through the role of an advanced practice nurse administrator. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5500.*

MSN6010 Integration into Nursing Practice

6 Semester Credits

This course requires the graduate nursing student to integrate the concepts from previous learning experiences to assess, plan, deliver and evaluate healthcare for individuals and populations across the lifespan consistent with Safe and Effective Care, Health Promotion and Maintenance, Psychosocial Integrity, Physiological Integrity and Quality and Safety Education for Nurses (QSEN) in all settings. Concepts of delegation, prioritization, teaching/learning, communication and documentation, and interprofessional, culturally sensitive care will be reinforced. In addition, this course will evaluate the

student's preparedness to translate and integrate scholarship into practice, participate in quality improvement and safety processes, utilize informatics, healthcare technologies, and interprofessional collaboration for improving patient and population health outcomes, advocate for health policy, and recognize organizational and systems leadership. *Prerequisites:* MSN5150, MSN5200, MSN5270, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5430, MSN5500, MSN5650, MSN5950.

MSN6020 Quality and Safety in Healthcare

3 Semester Credits

This course focuses on continuous quality improvement involved in every level of the healthcare organization. Students will utilize methods, tools, performance measures, culture of safety principles, and standards related to quality, as well as apply quality principles within an organization. Essential knowledge and skills in human factors and basic safety design principles that affect unsafe practices will be examined. Students will analyze systems and work to create a just culture of safety in which personnel feel comfortable disclosing errors while maintaining professional accountability. Quality improvements and high reliability organizational principles will be applied to quantify the impact of plans of action. Students will examine the potential and actual impact of national patient safety resources, initiatives, and regulations and the use of national benchmarks to analyze outcomes of standards of practice, performance, and competence in diverse healthcare settings. *Prerequisites:* MSN5150, MSN5200, MSN5270, MSN5300, MSN5320, MSN5350, MSN5400, MSN5410, MSN5420, MSN5430, MSN5500, MSN5650, MSN5950.

MSN6050 Advanced Practice in Primary Care Women's Health

5 Semester Credits

In this course, the second of three sections, the student will learn how to manage the primary health care of women from menarche to end of pregnancy. Focus is on disease prevention, health promotion, and the clinical management of recurring health problems of women. The student will identify normal physiologic alterations associated with reproductive health. In this course, the student will analyze and provide in depth care to the female client in a community, clinical or primary clinic/practice settings. *Prerequisites:* MSN5150, MSN5200, MSN5300, MSN5350, MSN5400, MSN5550, MSN5600, MSN5700.

MSN6150 Advanced Practice in Primary Care Pediatrics

5 Semester Credits

This course provides didactic and clinical experience in pediatric health care settings (infant through adolescent). It emphasizes development, health promotion and disease prevention, and clinical decision making. Students will perform comprehensive and episodic clinical assessments, including appropriate diagnostic testing and therapeutic interventions, including sports physical examinations, depending on the clinical site. Students will learn how to manage both the stable and chronic illnesses suffered by the pediatric population and the treatment of acute, episodic health problems. *Prerequisites:* MSN5150, MSN5200, MSN5300, MSN5350, MSN5400, MSN5550, MSN5600, MSN5700. *Prerequisites for MSN-FNP PMC Program:* MSN5150, MSN5200, MSN5350, MSN5550, MSN5600, MSN5700.

MSN6400 Role Development in Family Practice: Clinical Integration

6 Semester Credits

During the role development portion of this course, students will provide care to adults and/or

children within their family context in one clinical setting under the guidance of a clinical preceptor. Emphasis is on applying theory and research to families with members experiencing complex health problems. Related professional issues will be explored in the clinical seminar. This required course is designed to further develop the role of the advanced practice student, in the provision of primary care to individuals, families, and communities throughout the life span in a variety of clinical settings. This course integrates theory and research in clinical application of the care of the primary care population by nurse practitioners. Integrating case presentations and a minimum of 180 clinical hours, the family nurse practitioner student will be able to have a clear understanding of how to appropriately diagnose and manage commonly encountered illnesses in the pediatric, adult and geriatric population. *Prerequisites: MSN5150, MSN5200, MSN5300, MSN5350, MSN5400, MSN5550, MSN5600, MSN5700, MSN6050, MSN6150. Prerequisites for MSN-FNP Program: MSN5270. Prerequisites for MSN-FNP PMC Program: MSN5150, MSN5200, MSN5350, MSN5700, MSN5600, MSN5550, MSN6050, MSN6150.*

NURSING (Undergraduate)

NUR1100 Nursing Concepts I

8 Semester Credits

This course introduces the student to knowledge, skills and attitudes necessary for the assessment and basic care of clients across the lifespan using the nursing process with sensitivity to culture and spirituality in a caring environment. Students will be introduced to Basic Care and Comfort, Reduction of Risk Potential, Health Promotion and Maintenance, Safety and Infection Control, Management of Care and Psychosocial and Physiological Integrity client need concepts. Students will learn the concepts of client teaching/learning. Therapeutic communication, interprofessional collaboration, and legal documentation will be discussed. Professional Issues, Community Health, Quality and Process Improvement, and Geriatrics will also be reviewed throughout this course. In addition, students will begin competency development associated with Quality and Safety Education for Nurses (QSEN). *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, PSY2012.*

NUR1120 Pharmacology

4 Semester Credits

This course introduces clinical application of selected drug prototypes, classifications, generic and trade names, and their therapeutic action, responses, side effects, and interactions. Application of the nursing process including nursing assessments and interventions indicated during the pharmacological management of clients with related illness and disease is discussed. Drug dosage calculations and client safety considerations of selected specialty area across the lifespan and healthcare environments will be covered. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, PSY2012.*

NUR1200 Nursing Concepts II

8 Semester Credits

This course prepares the student to apply knowledge, skills and attitudes for the care of adult and geriatric clients with Respiratory, Cardiovascular, Neurological, Musculoskeletal, Renal, Urinary and Reproductive, Gastrointestinal/Hepatic, Endocrine, Immune/Hematology, Integumentary & Oncology acute and chronic illnesses or injuries. Students will demonstrate successful application of nursing care through the use of the nursing process with sensitivity to culture and spirituality in a caring environment. Students will apply teaching and learning principals throughout the care of the

client as well as effectively use information technology and evidence-based practice. Nursing actions will be framed around the client needs of Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial and physiological integrity. Students will demonstrate competencies as defined by the Quality and Safety Education for Nurses (QSEN) while maintaining open and professional communication as well as documenting ethically and accurately. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, PSY2012, NUR1100, NUR1120.

NUR1220 Mental Health Nursing

4 Semester Credits

This course covers clinical applications of psychiatric mental health care concepts related to clients with substance-related and addictive disorders, abuse and intrapersonal violence, eating disorders, anxiety, depression, bipolar disorders, schizophrenia and other psychotic disorders, therapeutic communication, management of nursing care, and psychotropic drug responses. In addition, the course addresses the application of the nursing process for clients or groups of clients in community health nursing settings, and primary, secondary, and tertiary prevention. Students will also participate in clinical externship. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB1210, MCB2010L, PSY2012, NUR1100, NUR1120.

NUR2300 Nursing Concepts III

8 Semester Credits

This course prepares the student to apply knowledge, skills and attitudes for the care of adult and geriatric clients with emergent, traumatic and critical care illnesses or injuries. Students will demonstrate successful application of nursing care through the use of the nursing process with sensitivity to culture and spirituality in a caring environment. Students will apply teaching and learning principals throughout the care of the client as well as effectively use information technology and evidence-based practice. Nursing actions will be framed around the client needs of Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial and physiological integrity. Students will demonstrate competencies as defined by the Quality and Safety Education for Nurses (QSEN) while maintaining open and professional communication as well as documenting ethically and accurately. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, NUR1100, NUR1120, NUR1200, NUR1220, PSY2012.

NUR2320 Care of the Mother, Newborn and Child

4 Semester Credits

This course introduces perinatal care of mothers, infants, and families. Nursing assessment, analysis, planning, interventions, and evaluation are applied to clients with normal and high-risk states for mother and baby in the antepartum, intrapartum, newborn, and postpartum care. Nutrition, diagnostic testing, pharmaco-therapeutics, and client teaching are included throughout each clinical specialty area. Additionally, this course will address care of the infant, toddler, preschool, school-aged child, and adolescent. Item topics include family dynamics, normal growth and development, child health promotion, immunizations, nutrition, client and family teaching, and home, hospital, and perioperative care. Items also encompass nursing care, prevention, and management of care of childhood and adolescent disease and injury. Students will also participate in clinical externship. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, PSY2012, NUR1100, NUR1120, NUR1200, NUR1220.

NUR2482 Nursing Integration

6 Semester Credits

This course requires the student to apply knowledge, skills, attitudes and competencies for the care of clients across the lifespan incorporating Safe and Effective Care, Health Promotion and Maintenance, Psychosocial Integrity, Physiological Integrity and Quality and Safety Education for Nurses (QSEN) in all settings. Concepts of delegation, prioritization, teaching/learning, communication and documentation, and interprofessional, culturally sensitive care will be reinforced. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, ENC1101, MAC1105, MCB2010, MCB2010L, PSY2012, NUR1100, NUR1120, NUR1200, NUR1220, NUR2300, NUR2320.*

NUR3000 Professional Roles in Healthcare

3 Semester Credits

This course focuses on the contributions of nursing through historical, political, organizational, and ethical nursing roles. The student will examine how change affects global and micro healthcare systems as well as community and public health. *Prerequisites for RN-to-BSN Program: meet University admission requirements. Prerequisites for BSN program: BSC1085, BSC1085L, BSC1086, BSC1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, MAC1105, MAC2205, MCB2010, MCB2010L, PSY2012.*

NUR3020 Comprehensive Pathophysiology

4 Semester Credits

The purpose of this course is to examine pathophysiology related to human illness within a systems framework. The emphasis will be on understanding pathophysiology as an alteration in normal physiological functioning of individual client subsystems. Students will focus on presentation of selected pathophysiology and subsequent symptomatology in diverse clients across the lifespan. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MCB2010, MCB2010L.*

NUR3100 Cultural Diversity in Healthcare

3 Semester Credits

This course explores cultural diversity, beliefs, and behaviors in select groups worldwide. Emphasis will be placed on assimilation of different cultures within the United States. *Prerequisites for RN-to-BSN Program: meet University admission requirements. Prerequisite for BSN program: BSC1085, BSC1085L, BSC1086, BSC1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, MAC1105, MAC2205, MCB2010, MCB2010L, PSY2012.*

NUR3200 Health and Physical Assessment

3 Semester Credits

In this course, the student will learn to effectively assess patients, interpret data, and appropriately document assessment findings through clinical reasoning. *Prerequisites for RN-to-BSN Program: meet University admission requirements. Prerequisites for BSN Program: BSC1085, BSC1085L, BSC1086, BSC1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, PSY2012, NUR3020.*

NUR3210 Foundations of Interprofessional Care Across the Lifespan

8 Semester Credits

This course introduces the student to knowledge, skills and attitudes necessary for the assessment and basic care of clients across the lifespan using the nursing process with sensitivity to culture and

spirituality in a caring environment. Students will be introduced to Basic Care and Comfort, Reduction of Risk Potential, Health Promotion and Maintenance, Safety and Infection Control, Management of Care and Psychosocial and Physiological Integrity client need concepts. Students will learn the concepts of client teaching/learning. Therapeutic communication, interprofessional collaboration, and legal documentation will be discussed. Professional Issues, Community Health, Quality and Process Improvement, and Geriatrics will also be reviewed throughout this course. In addition, students will begin competency development associated with Quality and Safety Education for Nurses (QSEN). *Prerequisite: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, PSY2012.*

NUR3220 Pharmacology

4 Semester Credits

This course introduces clinical application of selected drug prototypes, classifications, generic/trade name drugs, and their therapeutic action, responses, side effects, and interactions, including nursing assessments and interventions indicated during the pharmacological management of clients with related illness and disease. Drug dosage calculations and client safety considerations of selected specialty areas across the lifespan and healthcare environments will be covered. *Prerequisite: BSC1085, BSC1085L, BSC1086, BSC1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, PSY2012.*

NUR3300 Healthcare Informatics and Technology

3 Semester Credits

This course explores the use of information technology in healthcare. Nursing contributions and roles in healthcare informatics will be discussed. The impact informatics and technology have on health outcomes in various settings will be examined. Students will engage in various informatics and technology platforms. *Prerequisite for RN to BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3220. Prerequisite for BSN program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, NUR3200, NUR3210, NUR3220, PSY2012.*

NUR3310 Interprofessional Care of the Client and Family Across the Lifespan I

8 Semester Credits

This course prepares the student to apply knowledge, skills and attitudes for the care of adult and geriatric clients with Respiratory, Cardiovascular, Immune/Hematology, and Integumentary acute and chronic illnesses or injuries. Students will demonstrate successful application and analysis of nursing care through the use of the nursing process with sensitivity to culture and spirituality in a caring environment. Students will apply teaching and learning principals throughout the care of the client as well as effectively use information technology and evidence-based practice. Nursing actions will be framed around the client needs of Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial and physiological integrity. Students will demonstrate competencies as defined by the Quality and Safety Education for Nurses (QSEN) while maintaining open and professional communication as well as documenting ethically and accurately. *Prerequisites: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3210, NUR3000, NUR3020, NUR3100, NUR3200, NUR3220, NUR3300, NUR3320, PSY2012.*

NUR3320 Interprofessional Care of the Mental Health Client

3 Semester Credits

This course covers clinical applications of psychiatric mental health care concepts related to clients with substance-related and addictive disorders, abuse and intrapersonal violence, eating disorders, anxiety, depression, bipolar disorders, schizophrenia and other psychotic disorders, therapeutic communication, and management of nursing care and psychotropic drug responses. In addition, the course addresses the application of the nursing process for clients or groups of clients in community health nursing settings, and primary, secondary, and tertiary prevention. Students will also participate in virtual laboratory experiences as well as a clinical externship. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, NUR3200, NUR3210, NUR3220, PSY2012.

NUR3400 Care of the Aging Population

4 Semester Credits

This course explores the physiological changes and specific needs of the aging population. Students will focus on methods to assess, intervene, and evaluate the healthcare of an aging population. *Prerequisites for RN-to-BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200. Prerequisite for BSN program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3420, NUR3500, PSY2012.*

NUR3410 Interprofessional Care of the Client and Family Across the Lifespan II

8 Semester Credits

This course provides the student opportunity to apply the nursing process for clients with common acute and chronic illness or injury. Additionally, a focus on normal findings and common deviations related to illness, injury, deficits, and other situations are covered. Concepts focus on nursing assessment, analysis, planning care, intervention, evaluation of nursing concepts, diagnostic testing, nutrition, and pharmacological management of clients with pathology across the body systems; i.e., endocrine, gastrointestinal, musculoskeletal, neurological, renal and urinary, and reproductive systems. Students will also participate in clinical externship. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3420, NUR3500, PSY2012.

NUR3420 Care of the Women, the Newborn, and Children

4 Semester Credits

This course introduces perinatal care of mothers, infants, and families. Nursing assessment, analysis, planning, interventions, and evaluation are applied to clients with normal and high-risk states for mother and baby in the antepartum, intrapartum, newborn, and postpartum care. Nutrition, diagnostic testing, pharmaco-therapeutics, and client teaching are included throughout each clinical specialty area. Additionally, this course will address care of the infant, toddler, preschool, school-aged child, and adolescent. Item topics include family dynamics, normal growth and development, child health promotion, immunizations, nutrition, and client family teaching; in addition to home, hospital, and perioperative care. The course will also address nursing care planning and management of care of childhood and adolescent disease and injury. Students will also participate in virtual laboratory experiences as well as a clinical practicum. *Prerequisites:* BSC1085, BSC1085L, BSC1086, BCS1086L,

BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, NUR3210, NUR3220, NUR3000, NUR3100, NUR3200, NUR3220, NUR3300, NUR3320, PSY2012.

NUR3500 Nursing Theory

3 Semester Credits

This course introduces theorists and nursing theories that have played an integral part in shaping nursing practice. *Prerequisites: Prerequisites for RN-to-BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400. Prerequisites for BSN Program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3320, PSY2012.*

NUR4100 Research and Evidence Based Practice in Nursing

3 Semester Credits

This course introduces students to healthcare research through the critiquing of published studies. Students will explore various research designs, models, concepts, and methods while analyzing results from existing research studies. Focus will be placed on integration of evidence-based practice in nursing. *Prerequisites for RN-to-BSN Program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400. Prerequisites for BSN Program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, NUR3000, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, PSY2012.*

NUR4200 Community and Public Health Nursing

4 Semester Credits

This course will allow students to assess key community, public, and global healthcare threats while developing interventions in the role of the public health nurse to improve the wellbeing of the population. *Prerequisites for RN-to-BSN Program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400. Prerequisites for BSN Program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, PSY2012.*

NUR4300 Vulnerable and Underserved Populations

4 Semester Credits

This course will allow the student to incorporate new and previously acquired knowledge from the community and public health course. Emphasis is placed on identifying and assessing the needs of the vulnerable population and to create measurable interventions to globally improve their health and wellbeing. *Prerequisites for RN to BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400, NUR3500, NUR4100, NUR4200. Prerequisites for BSN program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3020, NUR3000, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, PSY2012.*

NUR4400 Quality and Safety in Healthcare

3 Semester Credits

This course identifies health care regulation agencies and reviews recommended key quality and safety concepts within various healthcare settings with a focus on improving patient outcomes, satisfaction, and safety. *Prerequisite for RN to BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400, NUR3500, NUR4100, NUR4200. Prerequisites for BSN program: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, NUR4100, NUR4200, NUR4300, PSY2012.*

NUR4500 Interprofessional Care of the Critically Ill and Injured Client

6 Semester Credits

This course prepares the student to apply knowledge, skills and attitudes for the care of adult and geriatric clients with emergent, traumatic and critical care illnesses or injuries. Care of the operative patient will be emphasized. Students will demonstrate successful application and analysis of nursing care using the nursing process with sensitivity to culture and spirituality in a caring environment. Students will apply teaching and learning principals throughout the care of the client as well as effectively use information technology and evidence-based practice. Nursing actions will be framed around the client needs of Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial and physiological integrity. Students will demonstrate competencies as defined by the Quality and Safety Education for Nurses (QSEN) while maintaining open and professional communication as well as documenting ethically and accurately. *Prerequisites: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, NUR4100, NUR4200, NUR4300, PSY2012.*

NUR4650 Integration into Practice for the Professional Nurse

3 Semester Credits

This course requires the student to apply knowledge, skills, attitudes and competencies for the care of clients across the lifespan incorporating Safe and Effective Care, Health Promotion and Maintenance, Psychosocial Integrity, Physiological Integrity and Quality and Safety Education for Nurses (QSEN) in all settings. Concepts of delegation, prioritization, teaching/learning, communication and documentation, and interprofessional, culturally sensitive care will be reinforced. *Prerequisites: BSC1085, BSC1085L, BSC1086, BCS1086L, BIO2010, DEP1000, ENC1101, ENC1102, ENC2201, HUN2210, MAC1105, MAC2205, MCB2010, MCB2010L, NUR3000, NUR3020, NUR3100, NUR3200, NUR3210, NUR3220, NUR3300, NUR3310, NUR3320, NUR3400, NUR3410, NUR3420, NUR3500, NUR4100, NUR4200, NUR4300, PSY2012.*

NUR4900 RN to BSN Capstone

3 Semester Credits

This course will provide the student the opportunity to apply previous knowledge and skills learned in previous courses for the creation of a scholarly product. *Prerequisite for RN to BSN program: meet University admission requirements, NUR3000, NUR3100, NUR3200, NUR3300, NUR3400, NUR3500, NUR4100, NUR4200.*

PSYCHOLOGY

PSY2012 General Psychology

3 Semester Credits

This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, personality, gender and sex, memory, ethics, and research methods.

Prerequisites: None.

QUANTITATIVE METHODS IN BUSINESS

QMB6300 Business Research and Statistical Application

3 Semester Credits

This course applies probability and statistics to management decisions. Students utilize regression analysis and develop the ability to design, estimate, evaluate, and interpret statistical models. Students will learn important criteria for developing effective research questions and creation of appropriate sampling populations with corresponding instruments. The basics of data analysis and display, descriptive measures, random variables, probability distributions, confidence intervals, sampling designs, data collection, and data analysis are explored. *Prerequisites: None.*

UNIVERSITY ADMINISTRATION

POSITION	NAME
President and Chief Executive Officer	Ophelia Sanchez, ME
Executive Vice President and General Counsel	Richard Grillo, JD
Executive Vice President	Ophelia Valls, JD, MBA
Provost	Dr. Giselle Poveda, PhD
Vice President for Finance	Henry Babani, BS
Vice President for Human Resources and Public Relations	Mitsy Sousa, AA
Vice President for Regulatory Affairs and Chief Compliance Officer	Lara O'Donnell Grillo, JD
Vice President and Chief Information Officer	Robert Valls, BS
Associate Vice President of Financial Aid	Marcie Silva
Assistant Vice President of Admissions & Enrollment Services	Fernando Machado, BS

*Please refer to the Faculty Addendum for the Academic Administration and Faculty.

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